



# SHIPSHAPE

## Weight Management

# PROGRAM FACILITATION MANUAL



NAVY AND MARINE CORPS PUBLIC HEALTH CENTER  
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# ShipShape Program

The ShipShape Program is the official Navy weight management program that assists active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals.



GET READY. GET FIT. GET HEALTHY.

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# INTRODUCTION

Congratulations on your decision to become a ShipShape Program Facilitator! As you know, the ShipShape Program is the official Navy weight management program that assists active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals. The program was developed to decrease the loss rate of service members who exceed Navy body composition assessment (BCA) standards. Per the **Navy Physical Readiness Program Nutrition Resources Guide**, active duty and reserve military service members who exceed BCA standards or experience weight cycling or unhealthy weight fluctuations between BCA cycles (even if they meet BCA standards at weigh-in) may be referred to the ShipShape Program as a weight management option. For this reason, ShipShape Program participants are typically service members who fail or are at risk of failing their BCA; however, beneficiaries and government civilians are encouraged to participate as well.



Participants can enroll in the ShipShape Program at any point while the program is being offered. The program consists of six in-person group sessions bookended by two virtual sessions.

- ▶ Participants should complete the introductory online session, *Steps to Success*, prior to attending an in-person group session
- ▶ Participants can attend the six in-person group sessions in any order they choose based on availability of offerings and the participant's ability to attend
- ▶ Participants must complete the concluding online session, *Preparing for the Future*, following the six in-person group sessions

Participants have six months to complete the program from the date of their first in-person group session. Completion of all sessions is required within the six month timeframe for program completion (barring emergencies). Facilitators can manage individual absences with the participant and command on a case-by-case basis.

Session topics are as follows:

- ▶ *Steps to Success* (introductory online)
- ▶ *Fueling Your Body and Brain* (in-person group)
- ▶ *Weight Loss Tracking and Trends* (in-person group)
- ▶ *Power Up! Physical Activity* (in-person group)
- ▶ *Psychology of Weight Management* (in-person group)
- ▶ *Creating Supportive Environments* (in-person group)
- ▶ *Stress Management and Relaxation* (in-person group)
- ▶ *Preparing for the Future* (concluding online)



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It is recommended that facilitators follow the program format of six in-person group sessions bookended by two virtual sessions. However, with pre-approval from the Navy and Marine Corps Public Health Center (NMCPHC) ShipShape Program Manager, formats may be adjusted to meet local programming needs.

Although the main content differs from session to session, each session will address the three key components of the ShipShape Program: nutrition, physical activity, and mindset.

Following each ShipShape Program session, each participant should reach to the facilitator to review that session's material and address any challenges. The post-session follow-up should occur before the participant attends their next ShipShape Program session. Once the participant completes all eight sessions, they enter the six month post-program follow-up phase. At that time, participants are to periodically reach to the facilitator to monitor behavior changes and discuss their progress.

Depending on the number of facilitators that a participant may interact with throughout their tenure in the ShipShape Program, some locations may consider identifying a lead facilitator to act as a single point of contact. The lead facilitator would conduct post-session and post-program follow-ups as well as any administrative tasks for the participants assigned to them.

For more information about the ShipShape Program, visit our website at <http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/ShipShape.aspx>.

Comments or general questions can be emailed to the ShipShape Program Manager at [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-shipshape@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-shipshape@mail.mil).



## Nutrition

Eating nutrient-dense food (whole grains, lean protein, fruits, vegetables, and low-fat or fat-free dairy products) helps an individual feel full longer; reduces snacking between meals; supports maintaining overall health; and reduces the risk of certain chronic diseases such as hypertension, diabetes, and heart disease.



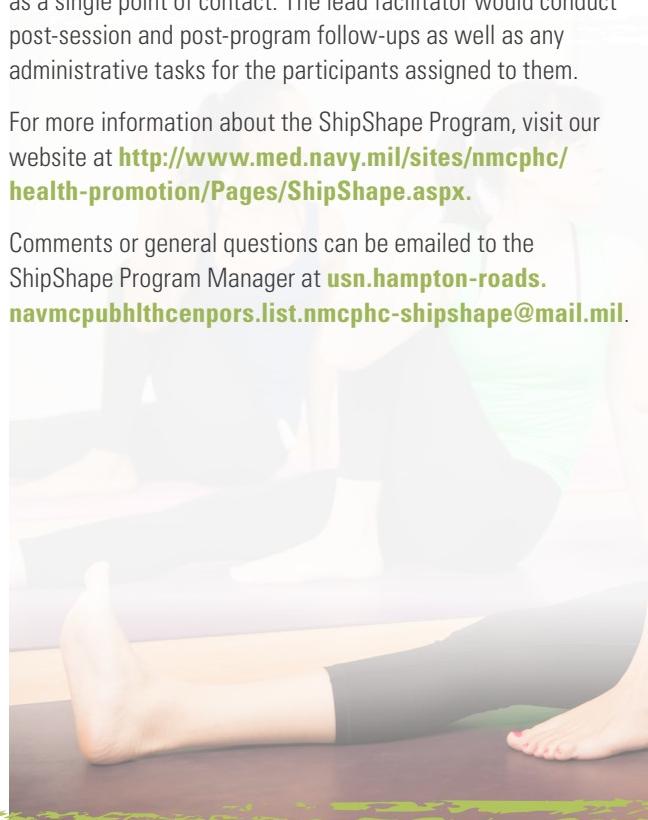
## Physical Activity

More people are successful at losing weight and keeping it off long-term when using a combination of diet and exercise than using diet or exercise alone.



## Mindset

Maintaining a positive state of mind and establishing a supportive environment are critical to making the lifestyle changes needed for long-term weight management.





# SHIPSHAPE PROGRAM FACILITATION MANUAL OVERVIEW

The purpose of this manual is to give you an overview of your roles and responsibilities as a ShipShape Program Facilitator. It provides you with the resources and guidance needed to effectively facilitate the program. The manual also directs you through the participant-driven post-session and post-program follow-up phases.



# SHIPSHAPE PROGRAM PARTICIPANT STUDY GUIDE OVERVIEW

The ShipShape Program Participant Study Guide is a companion piece to the ShipShape Program Facilitation Manual. It provides participants with the tools and instructions needed to successfully complete the ShipShape Program including the post-session and post-program follow-up phases.

Resources include:

- ShipShape Program Fact Sheet
  - Overview of the ShipShape Program
- ShipShape Program Passport
  - Easy way for participants to track their attendance at each session
- Session Snapshots
  - Synopsis of each session that includes a preview of session goals along with the Take Home Action Plans and related assignments to reinforce new behaviors
- Handouts
  - In-class and additional resources
- Post-Session Follow-Up Instructions
  - Guidelines for following up with the facilitator on Take Home Action Plans and related assignments before attending their next session
- Post-Program Follow-Up Instructions
  - Guidelines for following up with the facilitator during the six month follow-up phase after program completion



# FACILITATOR REQUIREMENTS

ShipShape Program Facilitators are civilians or an E-4 or above, tobacco-free, and should serve as role models for healthy nutrition and physical activity. They should be comfortable interacting with individuals and groups in the role of a counselor or coach. Facilitators are in a unique position to not only provide information, but to also motivate, guide, and support service members and other beneficiaries to lose and maintain weight loss through lifestyle modifications based on healthy eating and physical activity. The role of a ShipShape Program Facilitator is not to lecture participants. Instead, facilitators provide basic information about nutrition, physical activity, and behavior change strategies; lead the group in-class discussions and group activities; and assist participants in identifying specific strategies they can use in reaching their weight loss goals.

Some ShipShape Program Facilitators may possess academic training in areas such as nutrition, physical activity, or counseling. However, formal training is not mandatory as long as the facilitator meets the training requirements and follows the curriculum. A nutrition pre-requisite is required for the one-day ShipShape Program Facilitator Training and includes the following options: either Navy Nutrition Basics on Navy Knowledge Online (NKO), Mission Nutrition course offered by Morale, Welfare, and Recreation (MWR) Navy Fitness, or a degree in nutrition. Attendees who successfully complete the pre-requisite and training will be instructed to join the ShipShape Program Facilitator Group on milSuite for all materials and resources needed to facilitate the program. milSuite is a protected collaboration community and requires a common access card (CAC) to create an account and access the latest information and discussions among fellow facilitators. When updates are made to the program curriculum or supporting materials, facilitators will be notified via email by the NMCPHC ShipShape Program Manager. It is the responsibility of facilitators to download the latest updates from milSuite.

**BUMED Instruction 6110.16** requires facilitators to provide the ShipShape Program at least twice a year. However, to maximize the full effect of the open enrollment format, it is recommended that facilitators offer the program four times a year. As discussed during the training, ShipShape Program Facilitators agree to complete all administrative duties associated with the program.

# FACILITATION GUIDANCE

Successful group facilitation is a skill. It is based on sound principles of group dynamics, but requires careful attention to the knowledge, attitudes, and abilities of the participants. As such, you may need to vary your leadership style, depending on the participants' characteristics such as age, education level, or participant type (active duty or non-active duty). Your goal is to provide actionable information that participants can readily understand and use to make lasting behavior changes.

Below are some general facilitation tactics that may be utilized:

- Take time at the onset of each session to establish ground rules by discussing participation, confidentiality, and respect
- Do not lecture
- Make sure that everyone gets a chance to speak
- For participants who are reluctant to participate, ask their opinion on a topic. This tactic may also help redirect the conversation if another participant tries to dominate the discussion.

You can help participants feel like they are part of the group by encouraging all participants to address everyone rather than just the facilitator. Arranging the seats in a circle also contributes to the open discussion environment. Remember to encourage participants to help each other. Rather than responding directly to every question yourself, ask members of the group for their insight. Participants often appreciate when peers share common experiences. However, be prepared to intervene if a participant tries to monopolize the discussion. Likewise, be prepared to intervene if some suggestions are an unhealthy or unrealistic approach to weight loss.

You serve as a role model for the group and may cite your healthy behaviors, when appropriate. However, this does not mean that you need to be an expert in all areas of health and fitness. You may opt to have a guest speaker, such as a psychologist or a MWR Fitness Specialist, present the content of a particular session if you are not proficient in that area. To maintain the integrity and consistency of the ShipShape Program, you must attend the session and provide the guest speaker with the PowerPoint slides and handouts for that session.



# PROGRAM GUIDANCE

Below are instructions and reminders to assist ShipShape Program Facilitators through the various phases of the program.



## Initial Contact

Individuals interested in joining the ShipShape Program may contact facilitators via phone, in-person, or email. Regardless of how participants initially contact you, your responsibilities are the same throughout this phase of the program.

## Talking Points

Below are talking points that you can use as a guide in response to individuals who express interest in the ShipShape Program.

- Thank you for your interest in the ShipShape Program!
- As you may know, the program was designed to assist active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals.
- If you are an active duty service member enrolled in the Fitness Enhancement Program (FEP), you must work with your Command Fitness Leader (CFL) to meet FEP requirements in addition to participating in the ShipShape Program.
- Please go to the **ShipShape Program website** to complete the introductory online session, *Steps to Success*, which includes:
  - Overview of the program
  - Skills to develop a realistic weight management plan
- The ShipShape Program Participant Study Guide is also available on the website and it includes:
  - Tools and instructions needed to successfully complete the program

- I will be your ShipShape Program Facilitator. You may contact me via phone [NUMBER] or email [ADDRESS] at any time.
- Please follow-up with me before attending your next session so that we can review the *Steps to Success* materials and address any challenges you might be facing.
- Items specific to the *Steps to Success* session include:
  - Take Home Action Plan
  - Weight Loss Readiness Test II
  - Set Your Weight Loss Goals handout
- Remember to bring your ShipShape Program Passport and appropriate handouts, which can be found in the ShipShape Program Participant Study Guide, to your next session.
- Once you complete the introductory online session, you may attend in-person group sessions in any order you choose based on availability of offerings and your ability to attend.
- Our next ShipShape Program session, [SESSION TITLE], will be held on [DATE] at [TIME]. We will meet at [LOCATION].
- Thanks again for your interest in the ShipShape Program.



## Email

On the right is an email that you can customize and send in response to individuals who express interest in the ShipShape Program. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

**Note:** Participants have six months to complete the program from the date of their first in-person group session. Therefore, it is recommended that facilitators wait until the first in-person session to add an individual to the ShipShape Program Roster and Reporting Tool.

Facilitators may choose to add a potential participant to the ShipShape Program Roster and Reporting Tool during the Initial Contact phase. However, if that individual does not attend an in-person session then the facilitator will need to remove them from the roster. This will prevent the reporting data from inaccurately recording a failure to complete the program.

**Note:** If the initial contact takes place immediately before or after an in-person group session, instruct the potential participant to follow-up on the Take Home Action Plan and related assignments for that session, as well as the *Steps to Success* session, before attending their next in-person group session.

[NAME],

Thank you for your interest in the ShipShape Program. As you may know, the ShipShape Program is the official Navy weight management program. It was designed to assist active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals. If you are an active duty service member enrolled in the Fitness Enhancement Program (FEP), you must work with your Command Fitness Leader (CFL) to meet FEP requirements in addition to participating in the ShipShape Program.

Please visit the ShipShape Program website where you will find a link to the introductory online session, *Steps to Success*. This self-paced session will provide you with an overview of the program and the fundamental skills to develop a realistic weight management plan that fits your lifestyle. You will also find a link to the ShipShape Program Participant Study Guide, which includes all the tools and instructions needed to successfully complete the program.

I will be your ShipShape Program Facilitator. You may contact me via phone [NUMBER] or email [ADDRESS]. Please follow-up with me before attending your next ShipShape Program session so that we can review the *Steps to Success* materials and address any challenges you might be facing. Follow-up items specific to the *Steps to Success* session include the Take Home Action Plan, the Weight Loss Readiness Test II, and the Set Your Weight Loss Goals handout. As a reminder, bring your ShipShape Program Passport and appropriate handouts, which can be found in the Participant Study Guide, to your next session.

Once you complete the introductory online session, you may attend in-person group sessions in any order you choose based on availability of offerings and your ability to attend. Our next ShipShape Program session, [SESSION TITLE], will be held on [DATE] at [TIME]. We will meet at [LOCATION].

I look forward to assisting you on your weight loss journey.

[FACILITATOR SIGNATURE BLOCK]



### First In-Person Group Session

Participants may attend the six in-person group sessions in any order they choose based on availability of offerings and their ability to attend. Therefore, the first in-person group session may vary by participant. Regardless of the session topic, the first in-person session marks the beginning of the six month timeframe in which participants have to complete the program. You have several responsibilities throughout this phase of the program.

- Confirm with the participant that they completed the introductory online session, *Steps to Success*, and subsequent follow-up
- Sign the participant's ShipShape Program Passport marking both the *Steps to Success* session and the current in-person group session as complete
- Record the program start date (date of first in-person session) and the date the program must be completed by (six months from the date of first in-person session) on the participant's ShipShape Program Passport
- Collect the required information based on the participants' type and add it to the ShipShape Program Roster and Reporting Tool
  - Name
  - Height
  - Gender
  - Initial weight (via weigh-in or self-report)
  - DoD ID Number\*  
(active duty only)
  - Date of initial weight
  - Email
  - Ideal body weight (via Set Your Weight Loss Goals, *Steps to Success*)
  - Phone
  - Goal weight (via Set Your Weight Loss Goals, *Steps to Success*)
  - Command  
(active duty only)

- Remind the participant to follow-up with the facilitator before attending their next session
- Remind the participant to bring their ShipShape Program Passport and appropriate handouts, which can be found in the ShipShape Program Participant Study Guide, to their next session

• **Note:** If an individual attends an in-person group session prior to completing the introductory online session, *Steps to Success*, they can still participate in the ShipShape Program. However, you should only mark the current in-person session as complete on the participant's Passport at that time. Record the program start and complete by dates on the Passport. Collect the relevant information based on the participant's type and update the ShipShape Program Roster and Reporting Tool. Instruct the individual to accomplish the following before attending their next session (refer to Initial Contact phase for additional guidance):

- Complete the introductory online session, *Steps to Success*
- Follow-up with the facilitator on *Steps to Success*
- Follow-up with the facilitator on the current in-person group session

\*The Physical Readiness Information Management System (PRIMS) uses DoD ID Numbers as unique identifiers in place of Social Security numbers. The 10-digit DoD ID Number can be found on the back of Common Access Cards (CAC).



## Middle In-Person Group Sessions

The order of topics for middle in-person group sessions may vary by participant; however, your responsibilities are the same throughout this phase of the program.

- Review the participant's ShipShape Program Passport
  - Confirm that the participant is within the six month timeframe with which to complete the program
  - Note when the participant is approaching their last in-person group session and remind them that there will be a required weight (via weigh-in or self-report) at that time
  - Sign the participant's Passport marking the current in-person session as complete
- Collect the optional weight (via weigh-in or self-report) and update the ShipShape Program Roster and Reporting Tool
- Remind the participant to follow-up with the facilitator before attending their next session
- Remind the participant to bring their ShipShape Program Passport and appropriate handouts, which can be found in the ShipShape Program Participant Study Guide, to their next session

**Note:** If an individual's Passport has an in-person session mark, but no *Steps to Success* mark, confirm with the participant that they completed the introductory online session after attending their first in-person session and mark *Steps to Success* as complete at that time.

## Last In-Person Group Session

Although the last in-person session does not mark the end of the ShipShape Program, it does mark the end of group sessions. The topic for the last group session may vary by participant; however, your responsibilities are the same throughout this phase of the program.

- Sign the participant's Passport marking the current in-person session as complete
- Collect the final required weight (via weigh-in or self-report) and update the ShipShape Program Roster and Reporting Tool
- Record the date of the final weight on the ShipShape Program Roster and Reporting Tool
- Remind the participant to follow-up with the facilitator before completing the concluding online session, *Preparing for the Future*
- Direct the participant to the **ShipShape Program website** to complete the concluding online session, *Preparing for the Future*
- Note that the participant will be asked to complete a brief program evaluation as part of the *Preparing for the Future* session
- Note that a Certificate of Completion will automatically be generated once the participant completes the *Preparing for the Future* session
- Remind the participant to email a copy of the certificate to the facilitator to document program completion
- Remind the participant to review the ShipShape Program Participant Study Guide for post-program follow-up instructions to include participant-driven check-ins and a six month follow-up weight (via self-report)
- Suggest that the participant set alerts on their phone or electronic calendar to remind them to periodically follow-up with the facilitator after completing the program



# SESSION GUIDANCE

Below is an inventory of needed, optional, and recommended materials as well as a step-by-step guide to assist ShipShape Program Facilitators through the various phases of the in-person group sessions.

## Materials Needed For Each Session

- ShipShape Program Facilitation Manual
- ShipShape Program Roster and Reporting Tool
- Session specific handouts (at least one copy of each handout for facilitator use)

## Materials Recommended For Each Session

- Internet access
- Scale
- White board and marker (or other available method) for recording discussion items
- Blank name tags

## Materials Needed For Some Sessions

- Calculator – *Fueling Your Body and Brain*
- Food models (optional) – *Fueling Your Body and Brain*
- Fitness video or equipment (optional) – *Power Up! Physical Activity*
- NMCPHC Relax Relax Toolkit (online resource) – *Psychology of Weight Management and Stress Management and Relaxation*
- Restaurant or galley menus (optional) – *Creating Supportive Environments*

## Tasks To Be Done Before Each Session

- Identify and confirm room location
  - If room location changes from the Initial Contact guidance, notify participants
- Secure a private place to conduct weigh-ins or record self-reported weights
- Confirm A/V equipment
- Collect needed materials
- Arrange the chairs as close to a circle as the room permits to facilitate discussion

## Tasks To Be Done As Participants Arrive

- Check participants in using the ShipShape Program Roster and Reporting Tool
- Sign participants' ShipShape Program Passports
- Have participants fill out name tags
- Weigh participants or record self-report weights privately (optional for all sessions except first and last in-person sessions) and update the ShipShape Program Roster and Reporting Tool
- Ask if there are any participants who have not completed the introductory online session, *Steps to Success*. Time permitting, provide a brief ShipShape Program introduction before or after the session using the Initial Contact phase guidance.
- Remind active duty participants who may be in the Fitness Enhancement Program (FEP) that they need to work with their Command Fitness Leader (CFL) to meet those requirements in addition to participating in the ShipShape Program
- Briefly touch on ground rules, such as silencing cell phones, respecting others, and avoiding side conversations

## Tasks To Be Done Before Participants Depart

- Remind participants to follow-up with the facilitator on the Take Home Action Plan and related assignments before attending their next session
- Remind participants to bring their ShipShape Program Passport and appropriate handouts, which can be found in the ShipShape Program Participant Study Guide, to their next session



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# DASHBOARD OVERVIEW

Each ShipShape Program session presentation contains a separate dashboard, which includes all the relevant information for that session “at-a-glance.” The dashboard is a planning tool provided for the ShipShape Program Facilitator’s use ONLY and does not need to be shared with the participants. Below is a brief description of each section of the dashboard.

## Objective/Purpose

The objective/purpose section establishes the intent of the session and clearly outlines for the facilitator what the participants should have an understanding of or accomplish at the conclusion of each session.

## Materials

The materials section includes a complete list of items (forms, guides, etc.) that are needed for every session, as well as items (calculators, food models, etc.) that are only needed or optional for that specific session.

## Handouts

The handouts section details the specific handouts (tests, fact sheets, etc.) that are referenced during each session. The handouts reinforce the topics discussed during the session. All sessions have required in-class handouts, while some sessions also have optional additional resources. All in-class handouts and additional resources can be found in the ShipShape Program Participant Study Guide. Instruct participants to bring the appropriate in-class handouts with them to each ShipShape Program session. Based on your access to a printer or photocopy machine, consider bringing extra handouts for participants who did not come prepared for class.

## Overview

The overview section identifies the content areas presented to participants during each session.

## Activities

The activities section outlines the different activities participants engage in (calculating protein needs, deep breathing exercises, etc.) during each session. Activities are designed to enhance learning and encourage interaction.

## Take Home Action Plan

The Take Home Action Plan section provides participants with nutrition and physical activity tasks to be completed and reviewed with the facilitator before they attend their next session. Plans also include a focus on mindset which reinforces behavior change.

Take Home Action Plans are included at the end of each ShipShape Program presentation to reinforce behavior change in participants. Some presentations include additional support in the form of related assignments

Both plans and assignments can also be found in the ShipShape Program Participant Study Guide along with instructions for following up with the facilitator on these items before participants attend their next session.

## Session Follow-Up Talking Points

It is important to note that post-session follow-up is participant-driven and therefore individual in nature.

Although the session follow-ups will be unique to each participant, the Dashboards provide general responses regarding the Take Home Action Plans that you can customize and share with participants. Additional guidance for reviewing related assignments is also included, when applicable.

If a participant raises a complex concern or seeks extensive guidance during any of the post-session follow-ups, offer to privately discuss the challenge in more detail either immediately before or after their next in-person session.

The dashboard for the 'Fueling Your Body and Brain' session includes the following sections:

- Objective/Purpose:** A brief description of the session's goal: "Learn how to fuel for weight loss while improving performance and improving your mental health."
- Materials:** A list of required materials: "Meal Planning Worksheet", "Food Group Planner", "Food Group Planner and Recording Form", "Food Scale", "Food Model System", and "Food Model System".
- Handouts:** A list of optional handouts: "Energy Counter for Eat Less", "Energy Counter for Eat More", "Nutrition from Whole Foods", "Meal Planning Worksheet", and "NPF Fuel Factor".
- Activities:** A list of activities: "Workshop or self-reported weight if needed", "Meal Planning Worksheet (available as a handout if no internet access)", "Calculator", "Measuring tape", and "Food scale".
- Take Home Action Plan:** A list of tasks:
  - Use meal tracking or other tool to start planning your meals and snacks.
  - Look for healthy recipes to start working into your meal plan.
  - 200-300 minutes of exercise a week distributed over 4-6 days.
  - 2-3 cardio sessions per week.
  - 1-2 strength training sessions per week.
  - Get enough sleep.
  - Wear a seat belt.



# PRESENTATION OVERVIEW

Below is an outline to assist ShipShape Program Facilitators through the various phases of the PowerPoint presentations, which contain similar information for each in-person group session.

## Timeline

- Weigh-in or self-reported weight (10-15 min.)
  - Optional except for the first and last in-person group sessions
  - Facilitators should monitor participants' ShipShape Program Passports to determine when a weigh-in or self-reported weight is required
- Program reminders and purpose of current session (2-4 min.)
  - General program reminders
  - Introduction of the current session topic and its impact on weight management
- Content (30-35 min.)
  - Detailed presentation of the current session topic
  - Group discussion
  - Activities
  - Questions and answers
- Summary, program reminders, and Take Home Action Plan (3-6 min.)
  - Synopsis of current session topic
  - General program reminders
  - Explanation of the Take Home Action Plan and related assignments that participants are to complete and review with the facilitator before their next session

## Speaker Notes

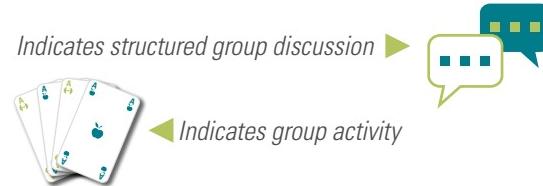
Each ShipShape Program session slide is accompanied by speaker notes that support the facilitator. The notes include a variety of information, including:

- Suggested time to spend on each slide
- Corresponding handout, if appropriate
- Purpose of the slide
- Talking points
- Questions to spur discussion
- References, if needed

To view the speaker notes in PowerPoint, click on "Normal" or "Notes Page" view or print the "Notes Page" format in the print settings.

## Icons

Icons are used throughout the presentations to spur conversation and help facilitate interaction among participants. When applicable, the icons below appear in the upper right hand corner of the presentation slides.



# Steps to Success

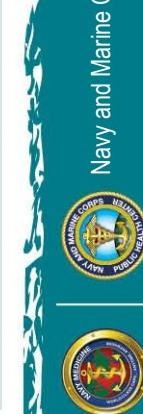
Objective/Purpose	Materials	Resources for Download
<ul style="list-style-type: none"><li>ShipShape Program overview</li><li>Learn how to set goals for weight loss and introduce tracking methods</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>	<ul style="list-style-type: none"><li>Weight Loss Readiness Test II</li><li>Set Your Weight Loss Goals</li><li>Credible Resource List</li><li>Weekly Food and Activity Diary</li></ul>
<b>Overview</b> <ul style="list-style-type: none"><li>ShipShape Program</li><li>ShipShape Program Participant Study Guide</li><li>Participant readiness</li><li>Issues of weight gain</li></ul>	<b>Activities</b> <ul style="list-style-type: none"><li>Benefits of weight loss</li><li>Weight loss goals</li><li>Tracking methods</li></ul>	<b>Take Home Action Plan</b> <ul style="list-style-type: none"><li>Complete the Weight Loss Readiness Test II</li><li>Brainstorm challenges and benefits of weight loss</li><li>Begin Set Your Weight Loss Goals handout</li></ul>
<b>Session Follow-Up Talking Points</b> <ul style="list-style-type: none"><li>Congratulations on taking the first step toward reaching your weight loss goals!</li><li>Remind the participant the Program is not a diet, and is about making healthy choices and managing your weight for life</li><li>Ask them to share their Weight Loss Readiness Test II results and Weight Loss Goals . Discuss the participant's results and advise accordingly.</li><li>Remind the participant to that their current weight, their test results, and the completed handout will be collected in their first in-person group session</li></ul>	<b>Nutrition</b> <ul style="list-style-type: none"><li>Research, choose, and complete tracker of your choice</li></ul>	<b>Physical Activity</b> <ul style="list-style-type: none"><li>Establish a baseline for your workout plan</li><li>Take into consideration frequency, intensity, time, and type<ul style="list-style-type: none"><li>Recommend a minimum of 150 min. of moderate intensity</li></ul></li><li>Evaluate your workout for balance to ensure it includes elements of strength training, flexibility, and cardio</li></ul>

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## ShipShape Program

# Fuelling Your Body and Brain

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Learn how to fuel for weight loss while optimizing performance and improving your health</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Scale</li><li>Calculator</li><li>Food models (optional)</li></ul>	<ul style="list-style-type: none"><li>Enjoy Your Food but Eat Less</li><li>Size Up Your Serving</li><li>Nutri-Facts: Nutrient Overview</li><li>Nutri-Facts: Vitamins and Minerals</li><li>ChooseMyPlate Overview</li></ul>
<b>Overview</b>	<b>Activities</b>	<b>Take Home Action Plan</b>
<ul style="list-style-type: none"><li>Fuel for weight loss while optimizing performance and improving your health</li><li>Nutrition rules to live by</li><li>Portion sizes</li></ul>	<ul style="list-style-type: none"><li>Macronutrients and micronutrients</li><li>NOFFS Fueling</li><li>ChooseMyPlate</li><li>Minimizing empty calories</li></ul>	<p><u>Nutrition</u></p> <ul style="list-style-type: none"><li>Weigh-ins or self-reported weight (if needed)</li><li>Portion Distortion Quiz (provide as handout if no internet access)</li><li>Calculate protein needs</li><li>Plan calorie intake</li></ul>
		<p><u>Physical Activity</u></p> <ul style="list-style-type: none"><li>200-250 minutes of exercise a week distributed over 4-6 days</li><li>If workout not balanced, add 10 minutes of cardio, strength training or flexibility, as needed</li></ul> <p><u>Mindset</u></p> <ul style="list-style-type: none"><li>Have you made healthy lifestyle changes that may impact, not only your weight loss, but your longevity and quality of life?</li></ul>
		<p><b>Session Follow-Up Talking Points</b></p> <ul style="list-style-type: none"><li>To properly fuel your body and brain, you've got to keep an open mind.</li><li>That may mean trying out a new, healthier version of a favorite recipe or mixing up your work-out routine.</li><li>Positive behavior change will not only help you live longer; it'll improve your overall quality of life.</li><li>Thanks for checking-in! Make sure to follow-up after each session.</li></ul>



## ShipShape Program

# Weight Loss Tracking and Trends

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Learn the basics of using a tracker, such as the SuperTracker, for weight loss</li><li>Address popular diets, energy drinks, and supplements</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Scale</li></ul>	<ul style="list-style-type: none"><li>10 Tips to Use the SuperTracker Your Way</li><li>Weigh the Facts</li><li>Hydrate to be Healthy</li><li>Dietary Supplements: Red Flags</li><li>Dietary Supplements: Check the Label First</li><li>How Healthy/Safe are Dietary Supplements?</li><li>Food First. Supplement Second</li></ul>

## Overview

- SuperTracker
  - Proper hydration
  - Dietary supplements
- Weight loss trends and popular diets
  - “Performance” foods, drinks, and hidden calories

## Activities

- Weigh-ins or self-reported weight (if needed)
- Weigh Your Options Quiz

## Take Home Action Plan

### Nutrition

- Use Super Tracker to track your food intake and physical activity
  - Think about a time when you may have taken a dietary supplement for a nutrient and research foods that can provide the same nutrient
- Physical Activity
- 200-250 minutes of exercise a week distributed over 4-6 days
  - Ensure your physical activity program is balanced (cardio, strength, and flexibility)
    - Try out a new type of exercise this week – yoga, strength training, or a new type of cardio
- Mindset
- What are your sources of motivation to adopt a healthier lifestyle?

## Session Follow-Up Talking Points

- Do you remember the quote by Jim Ryun in this session?
- To paraphrase, he said that motivation gets you up in the morning, but healthy habits carry you through the day.
- Keep making healthy choices, continue tracking your food intake and physical activity, and stay hydrated. It pays off!
- Thanks for checking-in! Make sure to follow-up after each session.



# ShipShape Program

# Power Up! Physical Activity

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Learn how to implement effective exercise to promote weight loss and reach personal goals</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Scale</li><li>Fitness video or equipment (optional)</li></ul>	<ul style="list-style-type: none"><li>FitFacts: Diet vs. Exercise</li><li>Exercise Programs for Active, Healthy Living</li><li>FitFacts: Weight Loss Plateaus &amp; Pitfalls</li><li>Get Active to be Healthy</li><li>Taking Action with Physical Activity</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>Evidence-based physical activity guidelines for body fat loss</li><li>“What to do” and “How to do it”</li><li>Exercise frequency, intensity, time, and type</li></ul>	<b>Activities</b> <ul style="list-style-type: none"><li>Components of a credible exercise program</li><li>Common exercise equipment and “gadgets”</li></ul>
<b>Session Follow-Up Talking Points</b>	<ul style="list-style-type: none"><li>You’ve learned a lot about exercise equipment and the components of a well-rounded routine.</li><li>It’s up to you to make physical activity a priority in your day so that it becomes a lifelong habit.</li><li>Don’t be afraid to make tweaks to your fitness plan if it isn’t working for you.</li><li>Ask them to share the <i>Taking Action with Physical Fitness</i> handout or their plan to improve their fitness. Discuss the participant’s fitness plan and advise accordingly.</li></ul>	<b>Nutrition</b> <ul style="list-style-type: none"><li>Identify successes in body composition (decreased weight and/or body fat)</li></ul> <b>Physical Activity</b> <ul style="list-style-type: none"><li>Complete the <i>Taking Action with Physical Fitness</i> handout</li><li>Evaluate your fitness plan. Is it working for you?</li></ul> <b>Mindset</b> <ul style="list-style-type: none"><li>Have you, or could you, make working out or increasing your physical activity a priority in your life?</li><li>How have you, or could you, reevaluate your daily schedule to incorporate physical activity?</li></ul>



## ShipShape Program

# Psychology of Weight Management

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Identify psychological strategies that remove barriers and assist in creating new, healthier habits</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Relax Relax Toolkit</li><li>Scale</li></ul>	<ul style="list-style-type: none"><li>Eating with Food in Mind</li><li>Tips for Coping with Food Cravings</li><li>Psychology of Weight Loss Worksheet</li><li>Busting Myths about Eating and Exercise</li><li>Just the Facts: Life Stress</li><li>Tracker to Identify Your Food Triggers</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>Methods for keeping a positive mindset</li><li>Personal triggers and cravings</li><li>Personal beliefs and thoughts</li></ul>	<ul style="list-style-type: none"><li>Common barriers to weight loss – psychological and situational</li><li>Specific techniques that can be used to overcome barriers</li></ul>
<b>Session Follow-Up Talking Points</b>		
	<ul style="list-style-type: none"><li>You're not alone. Everyone faces barriers. Identifying what triggers your unhealthy behavior is a big step in overcoming your weight loss barrier.</li><li>Remember to practice the strategies we talked about whether it's mindful eating or avoiding negative self-talk. You can do this!</li><li>Ask participant to share their Psychology of Weight Loss handout or their triggers, beliefs, and cravings. Discuss the participant's strategies for recognizing and counteracting these barriers and advise accordingly.</li><li>Ask participant to share the results of the Tracker to Identify Your Food Triggers handout. Discuss the factors that contribute to their eating habits and advise accordingly.</li></ul>	<p><u>Nutrition</u></p> <ul style="list-style-type: none"><li>Find a healthy alternative to one of your 'craved' foods</li></ul> <p><u>Physical Activity</u></p> <ul style="list-style-type: none"><li>Identify a quick and easy activity that you can do vice eating when you know you are not really hungry (e.g. go for a walk or do some air squats)</li></ul> <p><u>Mindset</u></p> <ul style="list-style-type: none"><li>Identify some of your negative behaviors and steps you can take to modify them into healthier habits?</li><li>Finish the <i>Psychology of Weight Loss Worksheet</i></li><li>Complete <i>Mood and Behavior Tracker</i></li></ul>

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## ShipShape Program

# Creating Supportive Environments

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Explore the many environments that impact food and activity choices</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Scale</li><li>Restaurant or galley menus (optional)</li></ul>	<ul style="list-style-type: none"><li>Mastering Healthy and Flavorful Cooking</li><li>Go for Green® Guide</li><li>Rethink Your Drink</li></ul>
<h3>Overview</h3> <ul style="list-style-type: none"><li>Eating environments</li><li>Physical activity environments</li><li>Supportive people</li></ul>	<h3>Activities</h3> <ul style="list-style-type: none"><li>Weigh-ins or self-reported weight (if needed)</li><li>Compare items on restaurant menus to determine best options</li><li>Commissary or grocery store tour (optional)</li></ul>	<h3>Take Home Action Plan</h3> <p><u>Nutrition</u></p> <ul style="list-style-type: none"><li>Try using some of the shopping strategies discussed during the session</li></ul> <p><u>Physical Activity</u></p> <ul style="list-style-type: none"><li>Consider changes you might want to make to your physical activity environment</li><li>Try a new activity that may work better in your current environment, such as kick-boxing, yoga, or circuit training</li></ul> <p><u>Mindset</u></p> <ul style="list-style-type: none"><li>What have you done, or should you continue to do, in order to modify your environments to support healthy behaviors?</li></ul>
	<h3>Session Follow-Up Talking Points</h3> <ul style="list-style-type: none"><li>You're a product of your environment and the people in it.</li><li>That's why it's so important to surround yourself with the support needed to maximize your weight loss and minimize any efforts to sabotage success.</li><li>Choose the people and places that champion your new lifestyle.</li><li>Thanks for checking-in! Make sure to follow-up after each session.</li></ul>	



## ShipShape Program

# Stress Management and Relaxation

Objective/Purpose	Materials	Handouts
<ul style="list-style-type: none"><li>Explain how stress and lack of sleep impact weight and explore stress management strategies.</li></ul>	<ul style="list-style-type: none"><li>ShipShape Program Facilitation Manual</li><li>ShipShape Roster and Reporting Tool</li><li>Internet access</li><li>Relax Relax Toolkit</li><li>Scale</li></ul>	<ul style="list-style-type: none"><li>Diaphragmatic Breathing</li><li>Just the Facts: Life Stress</li><li>Indicators of Overstress</li><li>Food and Your Mood</li><li>Tips for Better Sleep</li><li>Stress Navigation Plan for Weight Loss</li></ul>
<b>Overview</b> <ul style="list-style-type: none"><li>Define stress</li><li>The body's response to stress</li><li>Stress of weight loss</li><li>Relationship between stress and weight loss</li></ul>	<ul style="list-style-type: none"><li>Stress management</li><li>Relaxation techniques</li><li>Stress navigation plan for weight loss</li></ul>	<b>Activities</b> <ul style="list-style-type: none"><li>Weigh-ins or self-reported weight (if needed)</li><li>Deep breathing exercise</li><li>Stress navigation plan for weight loss</li></ul>
		<b>Take Home Action Plan</b>
		<u>Nutrition</u> <ul style="list-style-type: none"><li>Track successful coping strategies you practice in place of eating or drinking</li></ul> <u>Physical Activity</u> <ul style="list-style-type: none"><li>Add or try an activity for balance and flexibility, such as yoga or a meditation class</li></ul> <u>Mindset</u> <ul style="list-style-type: none"><li>Practice a relaxation technique at least twice a week</li></ul>
		<b>Session Follow-Up Talking Points</b> <ul style="list-style-type: none"><li>Life is stressful.</li><li>You can't avoid it, but you can control how you react to it.</li><li>Keep a positive mindset and find a new way to relax.</li><li>Try meditating or exercising to burn off some of that nervous energy.</li><li>Make sure you eat right and get plenty of sleep. Your health depends on it.</li><li>Thanks for checking-in! Make sure to follow-up after each session.</li></ul>

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## ShipShape Program



# POST-PROGRAM FOLLOW-UP OVERVIEW

The post-program follow-up phase is designed to help participants stay on track with their weight loss goals throughout the six months following completion of the ShipShape Program. Seven themes that were discussed during the ShipShape Program are highlighted during the participant-driven follow-up phase.

Stages and corresponding themes include:

- One/Two Weeks: Environments for Success
- One Month: Prescription for Success
- Two Months: Calculating Success
- Three Months: Barriers to Success
- Four Months: Tracking Success
- Five Months: Managing Stress Successfully
- Six Months: Tools for Success

## Participant Responsibilities

To be successful in the follow-up phase, participants need to take what they learned from the ShipShape Program and put it into practice. It is the participant's responsibility to reach out to the facilitator during each of the post-program follow-up stages to provide an update on their progress and seek the facilitator's guidance when needed.

Included in the ShipShape Program Participant Study Guide are seven handouts to guide participants through the follow-up phase. Each follow-up handout features a different theme. The themes coincide with thoughts or experiences that participants might have during various stages of the post-program follow-up period. The seven themes are not meant to limit interaction between participant and facilitator but are intended to help initiate the conversations.

The follow-up handouts also include an activities section that is similar to the Take Home Action Plans. The activities challenge participants to think about or do something related to nutrition, physical activity, and mindset. If participants want to look back at the ShipShape Program curriculum to refresh on a particular topic, there is a reference section included in each handout.

## Facilitator Responsibilities

During the ShipShape Program, participants are given tools and taught techniques to help them lose weight. Once they complete the program, participants are equipped to take charge of their weight loss journey. Fortunately, they don't have to do it completely alone. In addition to the follow-up handouts (found in the ShipShape Program Participant Study Guide), dedicated facilitators, like you, are available for support!

It is the facilitator's responsibility to respond to participants and offer advice and encouragement during each stage of the post-program follow-up phase. As participants share their thoughts and experiences be sure to address those feelings in your interactions, so that participants develop a better understanding of how to deal with them. Take every opportunity to urge participants to be accountable for their own success. Use the activities in the follow-up handouts as discussion points during your interactions. When appropriate, refer participants back to the curriculum to deepen their knowledge and understanding of the resources provided to them during the ShipShape Program.



**GET READY. GET FIT. GET HEALTHY.**

## **DATA COLLECTION AND REPORTING GUIDANCE**

- All ShipShape Program Facilitators will use the ShipShape Program Roster and Reporting Tool to capture required participant information and program data. The spreadsheet includes an attendance roster, reporting tool, and instructions. Facilitators will fill out information on the attendance roster sheet, which will auto-populate the reporting tool.
  - The attendance roster collects information during program execution and at the six month post- program follow-up. The ShipShape Roster and Reporting Tool will be submitted via an encrypted, digitally signed email to the NMCPHC ShipShape Program Manager twice a year.
  - Facilitators will consult the ShipShape Program Reporting Guidance to ensure that protected health information (PHI) and personally identifiable information (PII) is handled securely. ShipShape Program Facilitators will direct participants to complete the end of program evaluation as part of the concluding online session, Preparing for the Future.
  - The evaluation provides the NMCPHC Program Manager with feedback concerning the overall structure and content of the program and results can be used to track program efficacy and currency of material ShipShape Program
  - Upon conclusion of the program evaluation, participants will be automatically issued an electronic Certificate of Completion, which participants can print or save for their records. Participants will be instructed to email the certificate to the facilitator so that the ShipShape Program Roster and Reporting Tool can be updated.
  - Facilitators may also choose to develop a local program evaluation to assess their facilitation skills and session delivery methods in order to drive local program improvements. If applicable, facilitators will provide participants with the local program evaluation, via hard



# POST-PROGRAM FOLLOW-UP ONE/TWO WEEKS

## Environments for Success

The first few weeks following the ShipShape Program can be a time of transition for participants. They are switching from a structured format (with built-in accountability measures) to independently managing their own weight loss journey. This change may leave them feeling a little uneasy. Reassure participants that you are still available for support and guidance. Remind them of the need to put themselves in situations that favor their new lifestyle. Encourage them to surround themselves with positive, supportive people.

## Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their one/two weeks post-program follow-up.

- Congratulations! You did it; you completed the ShipShape Program. While you might not have reached your ultimate weight loss goal yet, you've made tremendous progress. Remember, this is a marathon, not a sprint. You should be proud of all you've accomplished!
- Thank you for following up. Over the next six months, please continue to reach out to me to discuss your weight management goals. You're in charge of your own success, but I'm here to provide continued support.
- I hope you had a chance to complete the Preparing for the Future handout that was part of the concluding online session. Let's discuss your personal weight loss plan now.
- During the program, we talked a lot about establishing supportive environments that favor your new lifestyle. What steps have you taken to help control your eating environment and assist you with making better food choices?
- Remember that you're more likely to stick to a workout that leaves you feeling good. I hope that you're doing an activity that you enjoy. Can you tell me more about your current routine?
- You know that it's important to surround yourself with positive people. Tell me about someone who has truly been supportive and how that makes you feel.
- Are there any additional topics that you would like to address?
- Please feel free to contact me at any time. I look forward to hearing from you soon!

## ShipShape Program Reference:

*Creating Supportive Environments and Preparing for the Future*

## Email

Below is an email that you can customize and send to participants in response to their one/two weeks post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

Congratulations on completing the ShipShape Program! Even if you have not reached your ultimate weight loss goal yet, you've made tremendous progress. Remember, this is a marathon, not a sprint. You should be proud of all you've accomplished.

Thank you for following up. Over the next six months, please continue to reach out to me to discuss your weight management goals.

I hope you had a chance to complete the Preparing for the Future handout that was part of the concluding online session. The personal weight loss plan that you developed will help you maintain your new healthy lifestyle.

As you continue on your journey, I wanted you to keep a few things in mind:

- You're in charge of your weight loss success
- Establishing supportive environments will encourage healthy eating and exercise habits
- Always surround yourself with positive people

Please don't hesitate to reach out to me at any time. I look forward to hearing from you soon!

[FACILITATOR SIGNATURE BLOCK]



GET READY. GET FIT. GET HEALTHY.

## POST-PROGRAM FOLLOW-UP

# ONE MONTH

### Prescription for Success

This is a significant milestone for participants. They've been in charge of their weight loss journey for a month. Champion their hard work. In the absence of attending ShipShape Program sessions, participants may start to disassociate with their goals. Encourage them to stay focused. Remind participants of the best practices for successfully losing weight and keeping it off: weigh yourself weekly, follow the nutrition rules, and get plenty of exercise.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their one month post-program follow-up.

- Thanks for updating me on where you are now in your weight loss journey.
- Today's a big day. You made it to the one month post-program mark. I'm proud of you, and you should be too!
- Remember, with each step forward and each pound lost, you're getting closer to your goal. Keep your eye on the prize!
- You already know the best practices for losing weight and keeping it off, but let's go over them.
- Weigh yourself weekly. Consistency is key. Why is weighing yourself from week to week better than hopping on the scale every day? I recommend keeping a log to track your weight loss patterns.
- Follow the nutrition rules. Weight management is about living a healthy lifestyle, not about dieting. How have you used these rules to develop new eating habits?
- Get moving. At least 250 minutes (if not more) of moderate intensity exercise is recommended weekly. What activities have you added to your routine to reach that goal? Let me know if you need suggestions.
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time. I look forward to hearing from you next month!

### ShipShape Program Reference:

*Steps to Success, Fueling Your Body and Brain, Power Up! Physical Activity, and Preparing for the Future*

### Email

Below is an email that you can customize and send to participants in response to their one month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

I'm proud of you. You reached a significant milestone in your weight loss journey today. You made it to the one month post-program mark! As you move ahead, continue to stay focused on your health goals.

Thanks for updating me on where you are now in your weight loss journey. Remember, with each step forward and each pound lost, you're getting closer to your goal. Keep your eye on the prize!

As you continue on your journey, I wanted you to keep a few things in mind:

- Stay positive.
- Continue to follow the best practices for losing weight and keeping it off.
  - Weigh yourself consistently every week to measure progress and detect weight loss patterns.
  - Follow the nutrition rules and focus on living a healthy lifestyle instead of dieting.
  - Get at least 250 minutes (if not more) of moderate intensity exercise every week.

Please don't hesitate to reach out to me at any time. I look forward to hearing from you next month.

[FACILITATOR SIGNATURE BLOCK]



# POST-PROGRAM FOLLOW-UP

## TWO MONTHS

### Calculating Success

Good nutrition is about making healthy food choices. For people to make healthy choices, they need to know the numbers. They need to know how much of a specific nutrient they should get and how to calculate it. Unfortunately, not everyone is good with numbers. Some participants might be uncomfortable with percentages and formulas. As a ShipShape Program Facilitator, that's where you come in! Remind participants of what their nutritional needs are and how to determine them. Food is fuel, so encourage them to fill up with the right type and amount of food to increase peak performance.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their two month post-program follow-up.

- Thanks for updating me on where you are now in your weight loss journey.
- You're two months into the post-program follow-up phase. You've come a long way, and I hope you're continuing to see progress.
- Let's take a moment to think about food choices and what helps us to make healthy choices.
- When it comes down to it, you need to know the numbers. I realize numbers aren't everyone's favorite. But, knowledge is power. In order to make healthy food choices you need to know how much of a specific nutrient you should get and how to calculate that amount. Let's review:
  - It all starts with your calorie needs. What are your needs? How did you determine those needs? And, how do you keep track of your food and drink intake so that you know you're meeting them?
  - Your nutrient needs are based on percentages of your calorie needs. In some cases you can also calculate the target amount for those nutrients based on grams or ounces. Check out the two month post-program follow-up guide in the ShipShape Program Participant Study Guide for more details.
  - How does knowing these numbers empower you to make better food choices? How does it enable you to make adjustments, as needed, based on changes in level of activity and lifestyle?
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time. I look forward to hearing from you next month!

### ShipShape Program Reference:

*Steps to Success, Fueling Your Body and Brain, and Weight Loss Tracking and Trends*

### Email

Below is an email that you can customize and send to participants in response to their two month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

You're two months into the post-program follow-up phase. You've come a long way, and I hope you're continuing to see progress.

Thanks for updating me on where you are now in your weight loss journey. It's my goal to offer advice and provide you with the tools and resources that will enable you to build on your success.

As you continue on your journey, I wanted you to keep a few things in mind:

- Knowledge is power. To make healthy food choices, you need to know your numbers.
- Calculate your calorie needs and keep track of your food intake.
- Determine the right balance of nutrients (carbs, protein, fat, fiber, and fluid) to meet your body's needs.
- Make adjustments to your numbers, as needed, based on changes in level of activity and lifestyle.

Please don't hesitate to reach out to me at any time. I look forward to hearing from you next month.

[FACILITATOR SIGNATURE BLOCK]



## POST-PROGRAM FOLLOW-UP

# THREE MONTHS

### Barriers to Success

This is the half-way point in the six month post-program follow-up phase. Applaud the participants' hard work and recognize how far they have come. Acknowledge that setbacks are to be expected and motivate them to keep going. Remind participants that they already identified strategies for dealing with these obstacles, and that they can overcome them.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their three month post-program follow-up.

- Thanks for updating me on where you are now in your weight loss journey.
- Congratulations on making it to the half-way point. You've put in a lot of hard work to get this point. Keep it up!
- Sometimes at this stage in the post-program follow-up, people experience some setbacks. That's to be expected. The good news is that you already know how to deal with them.
- Take cravings and triggers for example. We all have them. But, how do you get around them?
- What about negative self-talk? Let's say, when you start a sentence with "I can't" or "I don't care." How does being negative make you feel? How do you turn it around?
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time. I look forward to hearing from you next month!

### ShipShape Program Reference:

*Psychology of Weight Management and Preparing for the Future*

### Email

Below is an email that you can customize and send to participants in response to their three month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

Congratulations on making it to the half-way point. You've put a lot of hard work into this. Keep it up!

Thanks for updating me on where you are now in your weight loss journey. I'm excited to hear how everything is going!

As you continue on your journey, I wanted you to keep a few things in mind:

- Setbacks are to be expected. The good news is that you already know how to deal with them.
- Many things can trigger cravings that lead to unhealthy eating habits. Try having healthy food options on hand to eat as an alternative to something you crave.
- Negative self-talk can be extremely damaging. Look for ways to reframe your thoughts.

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# POST-PROGRAM FOLLOW-UP

## FOUR MONTHS

### Tracking Success

At this point in the post-program follow-up phase, participants may either be feeling confident (in which case, they could start to slack off) or frustrated (in which case, they will need to be redirected). Remind them that in addition to weighing themselves, logging their food intake, physical activity, and mindset are important measures of progress. Encourage them to keep tracking their weight loss efforts in all three areas. It will help them determine if and where changes need to be made.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their four month post-program follow-up.

- Thanks for updating me on where you are now in your weight loss journey.
- It's been awhile since you completed the ShipShape Program - four months to be exact. I hope you're still using all the resources that you learned about in the eight sessions.
- Don't let up! Whether you're on track with your weight loss or a little off; it's important to stay engaged.
- I hope you're continuing to weigh yourself weekly. But, what about logging your food intake and physical activity? Which tracker are you using, and how does it help you monitor your progress?
- What about your mindset? How are you tracking your mood? How does it help you determine if and where changes need to be made?
- Remember, don't ease up now. Your goals are within reach, so keep up the good work!
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time. I look forward to hearing from you next month!

### ShipShape Program Reference:

*Steps to Success and Weight Loss Tracking and Trends*

### Email

Below is an email that you can customize and send to participants in response to their four month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

It's been awhile since you completed from the ShipShape Program – four months to be exact! I hope you're still using all the resources that you learned about in the eight sessions.

Thanks for updating me on where you are now in your weight loss journey. Don't let up! Whether you're on track with your weight loss or a little off; it's important to stay engaged.

As you continue on your journey, I wanted you to keep a few things in mind:

- Your goals are within reach, so keep up the good work.
- Continue to weigh yourself weekly.
- Keep a log of your food intake and physical activity to help you track your progress.
- Monitor your mood so you can determine if and where changes need to be made.

Please don't hesitate to reach out to me at any time. I look forward to hearing from you next month.

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## POST-PROGRAM FOLLOW-UP

# FIVE MONTHS

### Managing Stress Successfully

Participants may be feeling anxious about the post-program follow-up period coming to an end soon. Change can be stressful, but that doesn't mean it can't be successful. It's important to remind participants that they have already changed the way they eat, exercise, and think. Reiterate the stress management techniques and motivate them to tackle their anxiety head-on.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their five month post-program follow-up.

- Thanks for updating me on where you are now in your weight loss journey.
- It's hard to believe that the post-program follow-up period is quickly coming to an end. You've got months of hard work behind you and years of healthy living in front of you.
- This can be an anxious time for some people. That's okay and to be expected.
- Change can be stressful. It's important to remember that you're a veteran of change. You already adopted new ways of eating, exercising, and thinking.
- You know how to manage stress:
  - Eat healthy
  - Keep moving
  - Relax
  - Get enough sleep
- Tell me about the technique that has helped you the most. Can you give me an example of how it has helped you relieve stress and stay on track? How did that make you feel?
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time. I look forward to hearing from you next month!

### ShipShape Program Reference: *Stress Management and Relaxation*

### Email

Below is an email that you can customize and send to participants in response to their five month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

It's hard to believe that the post-program follow-up period is quickly coming to an end. You've got months of hard work behind you and years of healthy living in front of you.

Thanks for updating me on where you are now on your weight loss journey. I want you to know that is it okay to feel a bit anxious about all the changes you're experiencing.

As you continue on your journey, I wanted you to keep a few things in mind:

- Change can be stressful.
- You're a veteran of change. You already adopted new ways of eating, exercising, and thinking.
- You know how to manage stress:
  - Eat healthy
  - Keep moving
  - Relax
  - Get enough sleep

Please don't hesitate to reach out to me at any time. I look forward to hearing from you next month.

[FACILITATOR SIGNATURE BLOCK]



# POST-PROGRAM FOLLOW-UP

## SIX MONTHS

### Tools for Success

This is the final post-ShipShape Program follow-up session and reported weigh-in. Acknowledge to participants that this is not the end of the program; it's the beginning of their new life! Participants should be feeling a sense of accomplishment. Drive that message home by reminding participants that they are successful as long as they stay on the journey. They didn't develop bad habits overnight, nor are they going to permanently change them in a few months. Reiterate that lifestyle changes take time. If they continue to use the ShipShape Program tools every day, then they will reach their goals.

### Talking Points

Below are talking points that you can use as a guide in responding to participants regarding their six month post-program follow-up.

- Congratulations, you've reach another milestone! Six months ago you finished the ShipShape Program. Today you're completing the post-program follow-up phase. The sky's the limit!
- Take a moment to think about all that you've accomplished. Let it soak in.
- Thanks for updating me on your progress over the last six months.
  - Note: Ask participant for six month follow-up weight. Record the weight on the ShipShape Roster and Reporting Tool.
- Whether you've reached your weight loss goal, or you still have some to go, you've come so far.
- You didn't develop bad habits overnight, nor are you getting rid of them in a few months. Lifestyle changes take time.
- Thanks to the ShipShape Program you know how to make these changes stick:
  - Continue to set SMART goals
  - Stay motivated
  - Use what you've learned – knowledge is power
- How have you used these tools to stay on track? What's your motivation to keep going?
- Remember, today is not the end of the ShipShape Program; it's the beginning of your new life.
- Are there any additional topics that you would like to address?
- Feel free to contact me at any time.

**ShipShape Program Reference:**  
*Steps to Success, Psychology of Weight Management, and Preparing for the Future*

### Email

Below is an email that you can customize and send to participants in response to their six month post-program follow-up. Visit the **ShipShape Program Facilitator Group** on milSuite to download the email text in a Word doc.

[NAME],

Congratulations, you've reach another milestone! Six months ago you finished the ShipShape Program. Now, you're completing the post-program follow-up phase. The sky's the limit!

This is also our final reported weigh-in. Please email me with your current weight so I can document your success.

Don't think of today as the end of the ShipShape Program, think of it as the beginning of your new life. As you continue on your journey, I wanted you to keep a few things in mind:

- Lifestyle changes take time.
- Continue to set "SMART" goals (Specific, Measurable, Action-oriented, Realistic, Time-oriented).
- Above all, stay motivated! Constantly focus on nutrition, physical activity, and mindset.
- Knowledge is power! Use what you have learned from the ShipShape Program and leverage the tools and resources that were provided.

Please don't hesitate to reach out to me at any time. Thank you and congratulations again!

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GET READY. GET FIT. GET HEALTHY.

## **Appendix A:**

### HANDOUTS FOR FUELING YOUR BRAIN AND BODY

# 10 tips

Nutrition  
Education Series

# enjoy your food, but eat less

## 10 tips to enjoying your meal



### You can enjoy your meals while making small adjustments to the amounts of food on your plate.

Healthy meals start with more vegetables and fruits and smaller portions of protein and grains. And don't forget dairy—include fat-free or low-fat dairy products on your plate, or drink milk with your meal.

#### 1 get to know the foods you eat

Use the **SuperTracker** to find out what kinds of foods and how much to eat and to get tips and support for making better food choices.

**SuperTracker**

#### 6 choose to eat some foods more or less often

Choose more vegetables, fruits, whole grains, and fat-free or 1% milk and dairy products. Cut back on foods high in solid fats, added sugars, and salt.

#### 2 take your time

Be mindful to eat slowly, enjoy the taste and textures, and pay attention to how you feel. Use hunger and fullness cues to recognize when to eat and when you've had enough.

#### 3 use a smaller plate

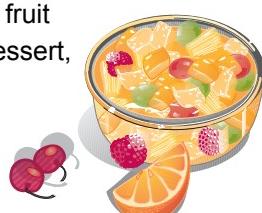
Use a smaller plate at meals to help with portion control. That way you can finish your entire plate and feel satisfied without overeating.

#### 4 if you eat out, choose healthier options

Check and compare nutrition information about the foods you are eating. Preparing food at home makes it easier to control what is in your meals.

#### 5 satisfy your sweet tooth in a healthy way

Indulge in a naturally sweet dessert dish—fruit! Serve a fresh fruit cocktail or a fruit parfait made with yogurt. For a hot dessert, bake apples and top with cinnamon.



#### 7 find out what you need

Get your personalized plan by using the **SuperTracker** to identify your food group targets. Compare the foods you eat to the foods you need to eat.

#### 8 sip smarter

Drink water or other calorie-free beverages, 100% juice, or fat-free milk when you are thirsty. Soda and other sweet drinks contain a lot of sugar and are high in calories.



#### 9 compare foods

Check out the **Food-A-Pedia** to look up and compare nutrition information for more than 8,000 foods.

#### 10 make treats “treats,” not everyday foods

Treats are great once in a while. Just don't make treat foods an everyday choice. Limit sweet treats to special occasions.



# SIZE UP YOUR SERVINGS

NOT QUITE SURE HOW MUCH YOU'RE EATING?

Estimate your healthy serving portions without using a scale or measuring cup! (size not to scale)



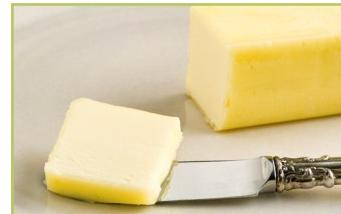
**3 ounces of meat**  
is about the size of a deck of cards



**A medium apple**  
is about the size of a tennis ball



**1 serving of cheese**  
is about the size of 6 dice



**1 serving of butter**  
is about the size of a postage stamp



**½ cup of ice cream**  
is about the size of a tennis ball



**1 cup of broccoli**  
is about the size of a baseball



**2 tbsp of peanut butter**  
is about the size of a ping pong ball



**½ cup of pasta**  
is about the size of a tennis ball



## Daily Recommended Food Plan\*



3 cups of dairy



5 ½ ounces of protein



1 ½ cups of vegetables



2 cups of fruit



6 ounces of grains and make ½ whole grains

\*based on 2000 calorie diet

## References

Daily Food Plans & Worksheets. USDA ChooseMyPlate.gov. [http://www.choosemyplate.gov/food-groups/downloads/results/MyDailyFoodPlan\\_2000\\_18plusyr.pdf](http://www.choosemyplate.gov/food-groups/downloads/results/MyDailyFoodPlan_2000_18plusyr.pdf). Accessed 17 November 2014.

Dugdale, David C. Portion Size. Medline Plus. <http://www.nlm.nih.gov/medlineplus/ency/patientinstructions/000337.htm>. Published November 2012. Updated November 2014. Accessed 17 November 2014.

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## Most Important

Remember to keep your diet nutritious, especially if you're cutting calories.

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## NUTRI-FACTS: VITAMINS AND MINERALS

Vitamins and minerals are nutrients that your body needs to stay healthy and perform at its peak.<sup>1</sup> Vitamins are organic substances that are made by plants or animals.<sup>1</sup> Whereas, minerals are inorganic substances found in soil and water that are absorbed by plants or eaten by animals.<sup>1</sup> Each nutrient has its own job, such as building muscle, fighting infection, or getting energy from food.<sup>2</sup> Together, vitamins and minerals are known as micronutrients because you only need small amounts to help your body function properly.<sup>1</sup> If you eat a balanced diet of nutrient-dense foods, you should get all the vitamins and minerals that your body needs.<sup>1,2</sup> However, in some cases dietary supplements may be necessary; and it is recommended that you consult your health care provider first if you think you need supplements.<sup>2</sup>

### Vitamins

There are two types of vitamins – fat soluble and water soluble. Fat soluble vitamins dissolve in fat and can be stored in the body.<sup>3</sup> Because your body retains fat soluble vitamins, excess intake can lead to health problems.<sup>3</sup> Water soluble vitamins dissolve in water and are not stored in the body.<sup>3</sup> Because your body excretes water soluble vitamins, you need to replace these vitamins regularly.<sup>3</sup> Regardless of the type, it is advised that you consume the Recommended Daily Allowances (RDA) or Adequate Intakes (AI) in milligrams (mg), micrograms (mcg), or international units (IU) for each vitamin.<sup>3</sup>

#### Fat Soluble Vitamins<sup>4</sup>

Vitamin	Health Benefit	Source	RDA/AI (mg/mcg/IU)
Vitamin A	Supports immune and reproductive systems, and maintains bone, skin, and eye health	Sweet potatoes, spinach, carrots, and fortified cereal	900 mcg/men; 700 mcg/women
Vitamin D	Absorbs calcium to build strong bones	Sunlight, fatty fish, eggs, and fortified milk, juice, and cereal	600 IU
Vitamin E	Protects against cell damage	Sunflower seeds, almonds, vegetable oil, and fortified cereal	15 mg
Vitamin K	Helps with blood clotting and builds strong bones	Spinach, collards, kale, broccoli, and cabbage	120 mcg/men; 90 mcg/women

#### Water Soluble Vitamins<sup>4</sup>

Vitamin	Health Benefit	Source	RDA/AI (mg/mcg/IU)
Vitamin C	Prevents cell damage, promotes iron absorption, promotes healthy skin, and boosts immune system	Oranges, kiwi, strawberries, broccoli, tomatoes, and red and green peppers	90 mg/men; 75 mg/women
Thiamin (B1)	Helps convert food into energy	Whole grain and fortified bread and cereal products	1.2 mg/men; 1.1 mg/women
Riboflavin (B2)	Helps convert food into energy and make red blood cells	Milk, bread, and fortified cereal	1.3 mg/men; 1.1 mg/women
Niacin (B3)	Aids digestion and reduces cholesterol	Meat, fish, poultry, whole grains, and fortified cereal	16 mg/men; 14 mg/women
Pantothenic Acid (B5)	Helps convert food into energy	Beef, poultry, potatoes, oats, and tomatoes	5 mg
Pyridoxine (B6)	Supports the immune system	Fortified cereal and soy products, potatoes, and chickpeas	1.3 mg
Biotin (B7)	Promotes cell growth and maintains healthy hair and nails	Fruit, meat, and liver	30 mcg
Cobalamin (B12)	Produces red blood cells and keeps the nervous system working properly	Clams, oysters, fish, meat, poultry, dairy, and fortified cereal	2.4 mcg
Folic Acid	Prevents birth defects and supports heart health	Broccoli, spinach, collard, whole grains, and fortified cereal	400 mcg



# Minerals

Minerals are categorized based on the amount your body needs to function properly. Both types of minerals are equally important to overall health; however, major minerals are needed in larger amounts than trace minerals.<sup>5</sup> It is advised that you consume the RDA or AI for each mineral, as they have different health benefits.<sup>5</sup>

## Tips for Getting More Vitamins and Minerals

The best way to get all the vitamins and minerals that your body needs is to eat a balanced diet of nutrient-dense foods every day. Select 100% whole grains, lean proteins, fruits, vegetables, and fat-free or low-fat dairy products. These power-packed foods contain the most vitamins and minerals, which provide you with quality energy for the least amount of calories. Be sure to limit processed and prepared foods, such as prepackaged and convenience foods. They often contain high amounts of calories, sodium, added sugars, and fat. You can also check out [HPW Healthy Eating](#) and follow these tips:

- Make half your plate fruits and vegetables
- Make at least half your grains 100% whole grains
- Switch to fat-free or low-fat milk
- Choose foods with less sodium
- Avoid oversized portions
- Drink water instead of soda or sugary drinks
- Check out [HPW Healthy Eating](#) for more nutrition tips

## Supplements

Nutrient deficiencies are rare in the United States.<sup>6</sup> Most individuals are able to meet their vitamin and mineral needs by eating a variety of healthy foods.<sup>6</sup> However, some individuals may require supplemental nutrients.<sup>6</sup> For example, those who are wounded, ill, or injured (WII) may need additional zinc and vitamins A

and C for healing.<sup>6</sup> Proper nutrition is a powerful weapon in fighting illness and recovering from psychological, emotional, and physical wounds. Check out the [WII Toolbox on Nutrition](#) for more information.

Likewise, vegetarians and vegans may need to take a vitamin B12 supplement to compensate for the lack of animal products in their diet.<sup>6</sup> For more information check out [Food First, Supplement Second](#) and be sure to consult your health care provider before taking a supplement.

### Major Minerals<sup>4</sup>

Mineral	Health Benefit	Source	RDA/AI (mg/mcg/IU)
Calcium	Strengthens bones, and aids muscle contraction	Milk, yogurt, cheese, kale, and fortified dairy alternatives (soy milk)	1000 mg
Phosphorous	Activates hormones and builds strong bones	Milk, beef, seafood, eggs, and lentils	700 mg
Potassium	Aids nerve function and controls blood pressure	Potatoes, bananas, yogurt, tuna, and soy	4700 mg
Magnesium	Builds strong bones and aids muscle and nerve function	Oat bran, brown rice, and almonds	400-420 mg/men; 310-320 mg/women
Sodium	Controls muscle contraction, fluid balance, and blood pressure	Table salt and canned and processed foods	1500 mg
Sulfur	Maintains healthy hair, skin, and nails	Meat, fish, eggs, poultry, garlic, and milk	n/a
Chloride	Aids digestion and maintains fluid balance	Table salt, seaweed, rye, and tomatoes	2300 mg

### Trace Minerals<sup>4</sup>

Mineral	Health Benefit	Source	RDA/AI (mg/mcg/IU)
Iron	Produces red blood cells and helps transport oxygen throughout the body	Beef, eggs, beans, and fortified cereal	8 mg/men; 18 mg/women
Copper	Helps absorb iron and aids nerve function	Liver, nuts, seafood, and whole grains	900 mcg
Iodine	Required by the thyroid to produce thyroid hormones	Iodized salt, dairy, and seaweed	150 mcg
Manganese	Builds strong bones	Nuts, beans, tea, and whole grains	2.3 mg/men; 1.8 mg/women
Zinc	Supports immune, nervous, and reproductive systems	Meat, seafood, and fortified cereal	11 mg/men; 8 mg/women
Fluoride	Prevents tooth cavities	Fluoridated water and some fish	4 mg/men; 3 mg/women
Chromium	Component in managing blood sugar levels	Broccoli, potatoes, meat, fish, and poultry	35 mcg/men; 25 mcg/women
Selenium	Protects cells from damage	Organ meats, seafood, dairy, and Brazil nuts	55 mcg
Molybdenum	Needed to make some enzymes	Green, kidney, and navy beans; peas; and nuts	45 mcg

To view the references for the Nutri-Facts series, visit:

[HTTP://WWW.MED.NAVY.MIL/SITES/NMCPHC/HEALTH-PROMOTION/PAGES/NUTRI-FACTS\\_REFERENCES.ASPX](HTTP://WWW.MED.NAVY.MIL/SITES/NMCPHC/HEALTH-PROMOTION/PAGES/NUTRI-FACTS_REFERENCES.ASPX).



## ChooseMyPlate Overview

FOOD GROUP	EXAMPLES	WHAT COUNTS AS A SERVING?	NUTRIENTS PROVIDED	ADDITIONAL COMMENTS
Fruits	Any fruit or 100% fruit juice; may be fresh, canned, frozen, dried	1 cup equivalent= 1 cup fruit or 8 oz. 100% fruit juice or $\frac{1}{2}$ cup dried	<ul style="list-style-type: none"><li>Dietary fiber</li><li>Potassium</li><li>Vitamin C</li><li>Folate (folic acid)</li></ul>	
Vegetables	Any vegetable or 100% vegetable juice; may be raw or cooked, fresh, frozen, canned or dried	1 cup equivalent=1 cup raw or cooked vegetable or 8 oz. 100% fruit juice or 2 cups leafy greens	<ul style="list-style-type: none"><li>Dietary fiber</li><li>Potassium</li><li>Vitamin A</li><li>Vitamin C</li><li>Folate (folic acid)</li></ul>	Organized into 5 subgroups based upon nutritional content: <ul style="list-style-type: none"><li>Dark green</li><li>Starchy</li><li>Red</li><li>Orange</li><li>Beans, peas and other vegetables</li></ul>
Grains	Any food made from wheat, rice, oats, cornmeal, barley or another cereal grain	1 ounce, in general, is 1 slice of bread, 1 cup of ready-to-eat cereal, or $\frac{1}{2}$ cup cooked rice, cooked pasta or cooked cereal	<ul style="list-style-type: none"><li>Dietary fiber</li><li>B vitamins (thiamin, riboflavin, niacin, and folate)</li><li>Minerals (iron, magnesium, and selenium)</li></ul>	Divided into 2 subgroups: <ul style="list-style-type: none"><li>Whole grains</li><li>Refined grains</li></ul>
Protein	All foods made from meat, poultry, seafood, beans and peas, eggs, processed soy products, nuts and seeds	1 ounce equivalent= 1 oz. meat, poultry or fish, 1/4 cup cooked beans, 1 egg, 1 tablespoon peanut butter, or $\frac{1}{2}$ oz. nuts or seeds poultry	<ul style="list-style-type: none"><li>Protein</li><li>B vitamins (niacin, thiamin, riboflavin, and B6)</li><li>Vitamin E</li><li>Iron</li><li>Zinc</li><li>Magnesium</li></ul>	
Dairy	All fluid milk and milk products that retain their calcium content	1 cup milk, yogurt, or soymilk, 1 $\frac{1}{2}$ oz. of natural cheese or 2 oz. processed cheese	<ul style="list-style-type: none"><li>Calcium</li><li>Potassium</li><li>Vitamin D</li></ul>	Should be: <ul style="list-style-type: none"><li>Fat-free</li><li>Low-fat</li></ul>
Other:				
Oils	Any fats that are liquid at room temperature	1 teaspoon	<ul style="list-style-type: none"><li>Mono- and polyunsaturated fats (contain essential fatty acids)</li><li>Vitamin E</li></ul>	While not considered one of the food groups, healthy oils are essential to a healthy diet in limited amounts



## Appendix B:

### HANDOUTS FOR WEIGHT LOSS TRACKING AND TRENDS

# 10 tips

Nutrition  
Education Series

# use SuperTracker your way

## 10 tips to get started



**SuperTracker is an online tool where you can get a personalized nutrition and activity plan.** Track what you eat and your activities to see how they stack up, and get tips and support to help you make healthy choices.

### 1 create a profile

Enter information about yourself on the **Create Profile** page to get a personal calorie limit and food plan; register to save your data and access it any time.



### 2 compare foods

Check out **Food-A-Pedia** to look up nutrition info for over 8,000 foods and compare foods side by side.

### 3 get your plan

View **My Plan** to see your daily food group targets—what and how much to eat within your calorie allowance.

### 4 track your foods and activities

Use **Food Tracker** and **Physical Activity Tracker** to search from a database of over 8,000 foods and nearly 800 physical activities to see how your daily choices stack up against your plan; save favorites and copy for easy entry.



### 5 build a combo

Try **My Combo** to link and save foods that you typically eat together, so you can add them to meals with one click.

### 6 run a report

Go to **My Reports** to measure progress; choose from six reports that range from a simple meal summary to an in-depth analysis of food group and nutrient intakes over time.



### 7 set a goal

Explore **My Top 5 Goals** to choose up to five personal goals that you want to achieve. Sign up for **My Coach Center** to get tips and support as you work toward your goals.



### 8 track your weight

Visit **My Weight Manager** to enter your weight and track progress over time; compare your weight history to trends in your calorie intake and physical activity.



### 9 record a journal entry

Use **My Journal** to record daily events; identify triggers that may be associated with changes in your health behaviors and weight.

### 10 refer a friend!

Tell your friends and family about **SuperTracker**; help them get started today.



# WEIGH THE FACTS

## How to choose the best STRATEGIES for healthy weight loss

Advertising, myths, and illusions of ease often seduce us into believing the latest promises for easy weight loss. The reality is that weight loss can be challenging, and understanding which diets are healthy and effective can be almost as difficult. As you prepare for weight loss, whether it is your own approach or a commercial plan, it's important to understand the science and strategies behind various methods.

To help you lose weight safely and effectively, consider the following components:

COMPONENTS FOR HEALTHY WEIGHT LOSS		
Components	Choose weight loss strategies that:	Why?
Nutrition	Promote eating from all food groups, emphasizing nutrient dense foods such as fruits, vegetables, and whole grains	<ul style="list-style-type: none"><li>➢ Eating a variety of foods provides needed nutrients and fiber</li><li>➢ Eating from all food groups is a more realistic eating pattern to sustain in the long-term</li></ul>
Steady Weight Loss	Promote loss of one to two pounds per week through calorie reduction while maintaining high nutrition standards	<ul style="list-style-type: none"><li>➢ Severe calorie restriction can produce rapid weight loss at the risk of diminishing health; consequences may include loss of muscle, nausea, fatigue, and gallstones</li><li>➢ Severe calorie restriction commonly leads to rapidly gaining the weight back which can lead to a cycle of yo-yo dieting</li></ul>
Evidence of sustained weight loss success	Offer evidence of maintaining weight loss after initial loss	<ul style="list-style-type: none"><li>➢ Many programs result in short term weight loss but the real success is maintaining it</li></ul>
Level of complexity	Match the level of complexity to the time, energy and resources that are realistic for you	<ul style="list-style-type: none"><li>➢ Optimally, your chosen weight loss strategy or diet is one that you are willing to maintain for long term success</li></ul>
Activity and exercise	Promote increasing activity level or exercise	<ul style="list-style-type: none"><li>➢ Successful weight loss and maintenance are most likely to occur when a healthy diet is combined with exercise</li></ul>

Commercial, prepackaged, and meal replacement weight loss programs that meet the criteria above can lead to success, especially if they provide support and accountability.

Notice that in healthy weight loss plans, added sugars and saturated fats are limited or not part of the plan. This may mean reducing the number of sodas and candy in your diet, as well as, avoiding fried foods. It can be helpful to make substitutions such as drinking low calorie beverages or water and adding fruits and vegetables to meals. Those two changes alone could reduce calories sufficiently to create weight loss.

**Ultimately, a successful weight loss plan requires a permanent lifestyle change rather than a quick fix.** For more information about [weight management](#), [healthy eating](#), and [active living](#), visit the Navy and Marine Corps Public Health Center [Health Promotion and Wellness Department](#). For assistance in nutrition or exercise planning and tracking, visit [ChooseMyPlate Supertracker](#).



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# Hydrate to be Healthy

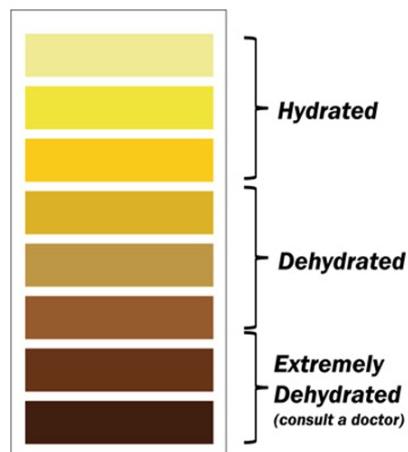
Whether you are a service member, beneficiary, or government civilian, your main source of hydration should be water.<sup>1</sup> As a nutrient, water is essential to life.<sup>2,3</sup> You can survive for weeks without food, but you can only live for days without water.<sup>2,3</sup> It helps replenish fluid loss, regulate temperature, protect organs, keep joints moving, transport other nutrients throughout your body, and eliminate waste.<sup>2,3</sup>

## Hydration Needs

The amount of water that your body needs is based on a variety of factors, two of which are body weight and physical activity.<sup>3</sup> You must meet your hydration needs daily, because your body loses water through regular activities such as sweating, urinating, and breathing.<sup>3</sup> Use the table below to identify your recommended daily hydration needs based on your body weight.<sup>1</sup>

Body Weight	Ounces (oz) per Day
120 pounds	60-120 oz/day
150 pounds	75-150 oz/day
175 pounds	90-175 oz/day
200 pounds	100-200 oz/day
225 pounds	115-225 oz/day
250 pounds	125-250 oz/day

It is important to note that if you are thirsty, your body is already dehydrated.<sup>1</sup> The best way to determine your hydration status is to evaluate your urine.<sup>1</sup> Use the chart below to check the color of your urine and gauge your hydration needs.<sup>1</sup> You may need to consume more fluids if your urine is approaching or in the dehydrated color ranges. Consult with a health care provider if you have concerns or are extremely dehydrated.





## Hydrating for Physical Activity

If you engage in high-intensity physical activity, you may need additional water to offset your fluid loss.<sup>3</sup> Follow these helpful hints to ensure proper hydration before, during, and after physical activity<sup>5</sup>:

- Drink 17-20 oz of water 2-3 hours before physical activity
- Drink 7-10 oz of water every 10-20 minutes during physical activity
- Drink 16-24 oz of water for every pound of body weight lost after physical activity

Water is the best option for replacing fluids; however, sports drinks can help replenish electrolytes such as sodium and potassium.<sup>5</sup> Only opt for sports drinks before, during, or after high-intensity physical activity exceeding 45-60 minutes and follow these tips<sup>6</sup>:

- Select sports drinks with 110 milligrams (mg) sodium and 30 mg potassium per 8 oz
- Consider sports drinks with 200 mg sodium per 8 oz and added electrolytes if you are an excessively salty sweater, meaning you can see or feel salt on your skin when your sweat dries

## Tips for Hydrating

You can get water from fruits and vegetables such as oranges and celery, but you get most of it from the fluids that you drink.<sup>2,3</sup> To help meet your daily hydration needs, follow these tips<sup>1</sup>:

- Make hydrating a priority – carry a water bottle to drink on the go
- Choose water over sugar-sweetened, caffeinated, or alcoholic beverages
- Add lemon, lime, or cucumber to your water to enhance the taste

Proper hydration can improve your health, enhance your performance, and replace fluid loss following physical exertion. It is important to meet your hydration needs by drinking water throughout the day. Once you have identified your needs based on the information above, pour yourself a glass of water and start drinking!

## Resources

- Health Promotion and Wellness - [HPW Active Living](#)
- [Get Active to be Healthy](#)



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**DIETARY SUPPLEMENTS:**

## **RED FLAGS—WHAT YOU NEED TO KNOW**

- 
- Is it a high-risk dietary supplement? High-risk product categories include:
    - Bodybuilding products
    - Weight-loss products
    - Diabetes products
    - Sexual enhancement products
  - Does the supplement's product label have statements such as the claims below? These claims often indicate that the supplement may contain substances not on the ingredients list, prescription drug analogs, or banned substances.
    - An alternative to (or claiming to have similar effects to) an FDA-approved drug—e.g., “All natural alternative to XYZ.”
    - “Do not take if you have any medical condition, if you are taking any prescription medications, or if you are pregnant.”
    - “May cause a positive result in a performance-enhancing drug test.”
  - If the supplement makes a claim about a dietary ingredient affecting normal body structure or function (e.g., “helps promote bone health”), is its product label missing the following statement?
    - “These statements have not been evaluated by the Food and Drug Administration. This product is not intended to diagnose, treat, cure, or prevent any disease.”
  - Does the label:
    - Claim to cure a wide range of unrelated diseases (e.g., cancer, AIDS, in addition to diabetes)?
    - Promise “quick fixes” (e.g., cure XYZ in seven days, lose weight in nine days, shrink tumors in one week, cure impotency in two weeks, etc.)?



OPERATION SUPPLEMENT SAFETY

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DIETARY SUPPLEMENTS:

## **RED FLAGS—WHAT YOU NEED TO KNOW**

- Does the label have:
    - Text in a foreign language?
    - Directions or warnings that resemble FDA-approved drug products?
    - Claims that it is as effective as an FDA-approved drug?
    - Inadequate or absent safety warnings?
      - A black-box warning?
  - Is the label missing a third-party certification label? Third-party verification programs evaluate and certify dietary supplements for purity and/or quality. Examples are:
    - United States Pharmacopeia (USP)
    - Informed-Choice, HFL Sport Science
    - NSF International
    - ConsumerLab.com
    - Banned Substances Control Group (BSCG)
  - Is the product marketed with personal testimonials about amazing results from using the product?
    - Did you receive solicitations (emails) offering products in the high-risk product categories?
    - Does the product contain any of the ingredients listed to the left?
  - Is the product rated 7 or lower by the Natural Medicines Comprehensive Database (NMCD)? The NMCD rates commercial products based on safety, effectiveness, and quality. Each product gets a rating of 1-10 with 10 being the best and 1 being the worst.

If you answered “YES” to several of these questions, you may be consuming an unhealthy or harmful product! Be an informed consumer and choose wisely. However, remember that a supplement cannot replace regular exercise, medical drugs, or a healthy diet.

For additional alerts, click on the links below.

## Athlete Guide to 2014 Prohibited List

### Dietary Supplements/Products Containing DMAA



# DIETARY SUPPLEMENTS: CHECK THE LABEL FIRST

**Screen your supplement for safety. Read the label on your supplement and mark 0 for “yes” and 1 for “no.”**

## Key questions you can answer:

These seals show your product has been certified/verified for product quality. Does your label lack certification?



Are there **more than five** ingredients on the label (other than gelatin, color additives, and dyes)?

Are there any ingredients (often part of a blend, proprietary blend, or delivery system) for which **no amount** is shown?

Are the names of any ingredients **hard to pronounce**?

If caffeine is included, is there **more than 200 mg** per serving?

Does your product promise a “**quick fix**”?

Are all of the Daily Values (DVs) on the label less than 200% (except fish oil/glucosamine)?

**Total: Add up the “1s.” 4 or more is okay. Less than 4 is a “no-go.”**

If you still want to consider the supplement, get more information. If you have a .mil email address, you can use the Natural Medicines Comprehensive Database for free: <http://hprc-online.org/dietary-supplements/natural-medicines-comprehensive-database>



CREATED BY THE HUMAN PERFORMANCE RESOURCE CENTER / HPRC-ONLINE.ORG

BALANCE • ACTIVITY • NUTRITION • DETERMINATION • STRENGTH



# How Safe are Dietary Supplements?

## What You Don't Know Could Hurt You

As service members, you know that maintaining a healthy weight is critical for the military mission. You know that exceeding body composition assessment (BCA) standards can negatively impact your career and impede your readiness. You also know that failing to meet minimum BCA standards can reduce your performance and decrease your resilience. But do you know the safest way to make weight? Hint: it's not by taking a dietary supplement.

The most effective way to lose weight or gain muscle is by eating a balanced diet and engaging in regular physical activity. Even though supplements contain a dietary ingredient intended to supplement the diet,<sup>1</sup> they are not replacements for healthy eating and exercise. There is no quick fix. Achieving a permanent healthy weight takes time and commitment. Consider all the facts and talk to your health care provider before you take a dietary supplement.

## The Safety Factor

There is no way to fully verify if a dietary supplement is safe before you purchase the product. Some supplements have been found to contain banned substances or prescription medications that could be potentially harmful. Additionally, there are no limits on serving sizes or amount of an ingredient in any form of a dietary supplement.<sup>2,3</sup>

Unlike prescription drugs and over-the-counter medications, the U. S. Food and Drug Administration (FDA) does not review and approve supplements based on safety or effectiveness prior to being made available to the public.<sup>2</sup> Manufacturers are entrusted with ensuring that their products are safe; however, they are not required to disclose the information or evidence that supports their claim.<sup>2</sup> Once a supplement is on the market, the FDA has the burden of showing that the product is unsafe before it can initiate a product recall.<sup>2</sup> In other words, instead of preventing illness and injury caused by adulterated dietary supplements, the FDA is tasked with reacting to these health emergencies after they occur.

### Dietary Ingredients

- Vitamins
- Minerals
- Herbs/Botanicals
- Amino Acids
- Enzymes
- Metabolites

### Supplement Forms

- Tablets
- Capsules
- Gels
- Liquids
- Powders



## Considerations for Taking a Supplement

Think about the following considerations if you still feel you need to take a supplement:

1. Look for Third Party Certification: Verifies that the manufacturing is utilizing Good Manufacturing Practices, the contents listed on the container are actually in the container and in the amount indicated on the label. Third Party Certification does NOT validate the structure/function claim (i.e. helps with weight loss, improved performance, etc.).

2. Who are Third Party Certification Agencies?

- United States Pharmacopeia (USP)
- NSF International
- Informed-Choice
- Banned Substances Control Group
- ConsumerLab.com



3. Ask yourself these questions:<sup>4</sup>

- Does the label contain third party certification seal?
- Are there more than five ingredients on the label? Are there any ingredients for which no amount is shown (i.e. proprietary blend)?
- Are the ingredient names hard to pronounce?
- If product contains caffeine, is there more than 200 mg per serving?
- Does your product promise a “quick fix”?
- Are all the Daily Values (DV) on the label less than 200% (except Fish Oil/glucosamine)?

If you answered “No” to four or more of these questions the supplement should be safe, less than four “No’s” then it may be an unsafe product. Remember, check with your healthcare provider before taking a dietary supplement.



## Identifying Fraud

Manufacturers are prohibited from marketing dietary supplements as a treatment, prevention, or cure for diseases or medical conditions, such as obesity. Although a supplement facts label is required and product promotions must be accurate, many manufacturers engage in misleading tactics. Here are some advertising claims that should cause you concern:<sup>5</sup>

- Satisfaction guaranteed: Promises of a money back guarantee, but when you go to collect, the company is nonresponsive.
- Quick and easy fixes: Claims of excessive weight loss in a short period of time are unfounded. Safe and effective long-term weight loss takes time.
- All natural: Natural is not always safer. Many plants found in nature are poisonous.
- Personal testimonials or celebrity endorsements: First-hand accounts of weight loss are often made up and should not replace independent, scientific research.
- One product does it all: Any product that promises to build muscle and burn fat at the same time is fraudulent.
- Conspiracy theories: Statements claiming that the government is trying to keep a supplement away from the public are meant to distract consumers from the lack of scientific support for the product.

## DoD Position on Dietary Supplements

The Department of Defense (DoD) encourages service members to eat nutrient-dense foods and participate in regular physical activity as a means of achieving permanent weight loss. Temporary fixes, such as dietary supplements, are not recommended; however, there is no formal policy on their use.<sup>6</sup> DoD does not have lists of banned or permissible supplements for military personnel.<sup>6</sup> Dietary supplements are available at Military Exchanges unless deemed unsafe or illegal by the FDA. It is imperative that every service member do their own research, talk to a health care provider, and thoughtfully weigh the pros and cons of taking a dietary supplement.

## Additional Resources

For more information on specific supplements, dietary ingredients, tips on how to manage your weight safely and effectively, adverse events, and DoD policies go to:

- [Tools for the Warfighter](#): Human Performance Resource Center, Operation Supplement Safety (OPSS)
- [Dietary Supplements for Consumers](#): U. S. Food and Drug Administration
- [HP Toolbox](#): Navy and Marine Corps Public Health Center (NMCPHC) Health and Wellness Department (HPW)



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GET READY. GET FIT. GET HEALTHY.

## Appendix C: HANDOUTS FOR POWER UP! PHYSICAL ACTIVITY

# Fit Facts™

American Council  
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## WEIGHT LOSS: DIET VS. EXERCISE

The two major players in the weight-loss battle are diet and exercise. But can the battle be won using only one of these tools? Many people opt for the easier route, which they believe is dieting. But when you consider how poor the statistics are for long-term weight loss through diets, you need to consider a combination of both. Normally, only about 5% of dieters are successful in keeping weight off, and weight cycling is very common. Usually one-third of weight lost is regained within one year and almost all is regained within three to five years.

### How Weight Loss Works

The mechanism of weight loss is simple. It is encompassed in a concept called energy balance. When you burn more calories than you consume, you lose weight. Therefore, to lose weight you need to burn more calories and/or consume fewer calories. The combination of both of these methods is the best way to lose weight and improve your health.

### How the Pros Do It

Members of the National Weight Control Registry are people who have lost weight and kept it off successfully for a minimum of one year. Of these people, 89% use a combination of diet and exercise, although 10% have had success using diet alone and 1% used exercise alone. However, research shows that the combination of exercise and diet is more effective than diet alone. Furthermore, while diet alone helps you lose weight, it is exercise that improves your physical fitness.

### Getting Started

Combining diet and exercise can be tricky when you're trying to cut calories. It is impor-

tant to make sure that you eat enough so that you have energy to get through your workout, but not so much that you tilt your energy balance back to the weight-gain side.

While guidelines suggest 1 to 2 pounds of weight loss a week, you should set a goal that is both realistic and manageable for your lifestyle and fitness level. Overly aggressive goals often lead to attrition and failure.

Your diet should consist of low-fat food choices and a modest reduction in the total number of calories. Without overwhelming yourself with odd foods and food labels, try simply reduce your food portions by about 10 to 15%. Try to be consistent across the week, instead of dieting more strictly on certain days of the week.

With exercise and activity, people who successfully maintained weight loss exercised an average of an hour or more per day. Longer-duration exercise is usually needed to lose weight and prevent weight re-gain. However, this may be too much for you to begin with, so start small and gradually progress the duration of your activity by 10% each week. For example, increase the duration of your walks from

20 minutes during week one to 22 minutes the following week.

### Staying Motivated

Changing your diet and exercise habits involves lifestyle modifications, but maintaining these lifestyle changes can be the real challenge. Many people can lose weight, but only a few can maintain that weight loss. Much of this is due to the fact that the lifestyle modifications made to lose weight need to be permanent. It is normal to regain a few pounds after your initial weight loss. The key is to not get discouraged and stay motivated. The smaller the amount of weight that you regain, the easier it is to lose again, permanently. So frequent monitoring of your weight is necessary to catch yourself when you start to regain weight. Keep in mind that the longer you keep weight off, the easier it becomes. For weight loss to be sustainable, it must be a slow process of 1 to 2 pounds of weight loss per week. Stay focused and goal-oriented and know that successful weight loss is possible!

### Additional Resources

The National Weight Control Registry:  
[www.nwcr.ws](http://www.nwcr.ws)

About.com: [www.exercise.about.com/od/weightloss/a/shortcuts.htm](http://www.exercise.about.com/od/weightloss/a/shortcuts.htm)

If you are interested in information on other health and fitness topics, contact: American Council on Exercise, 4851 Paramount Drive, San Diego, CA 92123, 800-825-3636; or, go online at [www.acefitness.org/GetFit](http://www.acefitness.org/GetFit) and access the complete list of ACE Fit Facts™.



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# Exercise Programs for Active, Healthy Living

Physical activity is key to living a healthy lifestyle. Regular exercise can reduce your risk of chronic disease and enhance your quality of life. Fortunately, there is an activity for every fitness level, regardless of age or ability. There is also an activity for every interest level as well. If you are looking for a high-intensity workout, then maybe Tabata is for you. If low-impact exercise is more your speed, then try Pilates or yoga. Better yet, what about a routine that combines high-intensity and low-impact, such as indoor cycling? Bottom line, there's something for everyone! So, check out the resources at [HPW Active Living](#), [Navy Fitness](#), or [Semper Fit](#), and get moving with one of these training programs:

## Aerobic and Strength Training Programs

### Boot Camp

Boot camp is a group exercise class that combines body-weight and interval training.<sup>1</sup> The high-intensity workout may include sprints, push-ups, lunges, squats, pull-ups, and other body toning exercises.<sup>1</sup> Participants can improve their heart health, strengthen core muscles, increase speed and agility, and burn calories.<sup>1</sup>

### High Intensity Training

There are a variety of high-intensity, multi-dimensional programs that include similar activities, such as repetitive body weight exercises, resistance and flexibility training, explosive movements, and sprinting.<sup>2</sup> These workouts are designed for individuals at an advanced fitness level.<sup>2</sup> The variety of exercises prevents boredom, increases calorie burn, builds muscle, and enhances peak performance.<sup>2</sup>

### Navy Operational Fitness & Fueling System (NOFFS)

NOFFS is a “best in class” physical fitness and nutrition program that allows Sailors to maintain peak performance and mission readiness.<sup>3</sup> The program provides Sailors with resources and instructions on how to properly and safely train and fuel for operational success.<sup>3</sup> NOFFS also uses evidence-based tools to reduce injuries by using job-related movement exercises.<sup>3</sup>

### Marine Corps Fitness: High Intensity Tactical Training (HITT) Program

HITT is a combat-specific, strength and conditioning program that enables Marines to build resilience and enhance mission readiness.<sup>4</sup> The program consists of three phases that increase in difficulty at each level.<sup>4</sup> Individual Marines or complete units can use the training to improve peak performance.<sup>4</sup>



## Indoor Cycling

Indoor cycling is a group exercise that involves specially designed stationary bikes.<sup>5</sup> Trained instructors lead participants through a low-impact, high-intensity interval training session that uses sprints, simulated climbs, and flat roads.<sup>5</sup> The physical benefits of indoor cycling are numerous including improved heart and lung health, reduced stress, enhanced muscle strength, and increased calorie burn.<sup>6</sup>

## Kettlebells

Kettlebells are “cannonball-shaped iron orbs” of varying size and weight.<sup>7</sup> The equipment is often used in a swinging or lifting motion and can be incorporated into a number of other exercise routines, such as push-ups and lunges.<sup>7</sup> Studies indicate that these high-intensity workouts efficiently build muscle and enhance aerobic capabilities.<sup>7</sup>

## Kickboxing

Kickboxing is a high-intensity workout that combines boxing, martial arts, and aerobics.<sup>5</sup> The interval training typically involves jabbing and kicking punching bags.<sup>5,8</sup> This contact exercise improves heart and lung health, burns calories, builds muscle strength, and increases agility.<sup>5</sup>

## Suspension Training

Suspension training involves looped straps that are secured to an immovable object that can support the body weight of the exerciser.<sup>9</sup> After placing either their hands or feet in the loops, the exerciser can use their body weight and gravity to increase the effectiveness of exercises, such as push-ups, lunges, and core exercises to improve strength and stability.<sup>9</sup>

## Tabata

Tabata is a short, high-intensity, interval-training routine.<sup>10</sup> The workout includes eight rounds of intense exercise each lasting 20 seconds, followed by 10 seconds of rest.<sup>10</sup> Each Tabata session lasts four minutes, and exercises can consist of cycling, resistance training, or calisthenics.<sup>10</sup> Participants build muscle, improve aerobic training, and burn calories.<sup>10</sup>

## Flexibility Training Programs

### Barre

Barre is a low-impact, ballet-inspired workout that uses a ballet barre for standing and floor exercises.<sup>8</sup> Routines may also involve mats and hand weights.<sup>8</sup> Exercises improve core conditioning, flexibility, coordination, stability, and muscle strength.<sup>8</sup>



## Foam Roller

Foam rollers are molded cylinders used to enhance stretching routines, increase range of motion, and improve overall performance.<sup>11</sup> Similar to massage, pressure is applied to muscles to release tension and stress, which often restrict joint mobility.<sup>11</sup> Rollers can be used on a variety of muscles, such as glutes, quadriceps, and calves.<sup>11</sup>

## Pilates

Pilates is a low-impact workout that focuses primarily on building core strength, which is referred to as the “power house.”<sup>8</sup> The exercise involves controlled body movements that enhance balance and stability, increase flexibility, reduce stress, and improve posture.<sup>8</sup> The full-body routine can be performed on a mat or with specialized equipment.<sup>8</sup>

## Yoga

Yoga is a low-impact exercise that involves the body and mind.<sup>12</sup> There are numerous styles of yoga, but most consist of physical postures, breathing techniques, mediation, and relaxation.<sup>12</sup> Practicing yoga has many health benefits including reduced pain, improved heart health, increased strength and flexibility, decreased depression and anxiety, and enhanced sleep.<sup>12</sup>

## Zumba®

Zumba® is a high-energy dance exercise.<sup>13</sup> The Latin-inspired workout is usually free-flowing and includes a party-like atmosphere as opposed to a strict fitness routine.<sup>13</sup> The heart healthy moves improve flexibility, increase stamina, and burn calories.<sup>13</sup>

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## NAVY AND MARINE CORPS PUBLIC HEALTH CENTER

### PREVENTION AND PROTECTION START HERE



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## WEIGHT LOSS PLATEAUS AND PITFALLS

It's kind of like running into a wall—that feeling you get when, after a few months on a weight-loss program, you suddenly stop seeing results.

This is called hitting a plateau and it is not uncommon. In fact, unless you continually update your program to reflect the changes your body has already experienced, you can almost be guaranteed to plateau at some point along your journey toward reaching your goal weight.

### Weight-loss Woes

The first thing you should do upon hitting a plateau is try to determine the cause. Could you be eating more calories than you think? Research shows that most people under-report the number of calories they eat—it's not that they're lying; they just don't know how to make an accurate assessment of how much they're eating. And even if you're eating fewer calories than before you lost the weight, you could be eating just enough to maintain your current weight at your current activity level.

Unfortunately, people's bodies adjust their metabolism to resist weight change. This means that you burn fewer calories when you start consuming fewer calories. So, while a diet of 1,800 calories per day helped you lose a certain amount of weight, if you've hit a plateau, it could be that 1,800 calories is the exact amount you need to stay at your current weight.

### Exercise Your Options

This leaves you with two options: Lower your caloric intake further or increase the amount of time you spend being physically active.

The first option is less desirable because you may not be able to get sufficient nutrients from a diet that is very low in calories (e.g., below 1,200 kcal in women and 1,500 kcal in men) and it is difficult to stick with it for very long. It is much better to moderately reduce calories to a level that you can sustain when you reach your goal weight.

The same is true for exercise. Trying to exercise for several hours per day to burn more calories is a good way to set yourself up for fail-



ure. Not only does this type of regimen require an enormous time commitment, it is hard on the body, making you more susceptible to injury and overuse syndromes.

Instead, aim for 30 minutes of moderate activity most of the days of the week and, as you become more fit, gradually increase the intensity and duration of your exercise sessions. Choose activities that you find enjoyable, whether that be in-line skating, step classes or even mall walking. The most effective exercise is the one you will do consistently.

Another means for getting you off the plateau is strength training, which has been shown to be very effective in helping people manage their weight because the added muscle helps to offset the metabolism-lowering effect of dieting and losing weight. Muscle is much more metabolically active than fat; therefore, the more muscle you can add, the higher your metabolism will be.

To help balance the intake with the expenditure, a good rule of thumb is to multiply your

goal weight by 10 calories per pound, and add more calories according to how active you are.

For example, if your goal weight is 145 pounds, then multiply it by 10 to reach 1,450 kcal as a baseline, adding calories as needed to account for increased activity. Check out the ACE Fit Fact titled "Calories Burners: Activities That Turn Up the Heat" to estimate the caloric demand of your workout. Again, be realistic. Don't attempt too much in an effort to burn more calories.

### Get Off the Plateau

If you've stopped losing weight, the key to getting off the plateau is to vary your program. The human body is an amazing piece of machinery, capable of adapting to just about any circumstance or stimulus. By shaking things up a bit and varying your program by introducing some new elements, you'll likely find yourself off the plateau and back on the road to progress in no time.

### Additional Resources

ACE Fit Fact: "Calorie Burners: Activities That Turn Up the Heat" [www.acefitness.org/fitfacts](http://www.acefitness.org/fitfacts)

About.com: [www.weightloss.about.com/cs/moretips/a/aa031501a.htm](http://www.weightloss.about.com/cs/moretips/a/aa031501a.htm)

If you are interested in information on other health and fitness topics, contact: American Council on Exercise, 4851 Paramount Drive, San Diego, CA 92123, 800-825-3636; or, go online at [www.acefitness.org/GetFit](http://www.acefitness.org/GetFit) and access the complete list of ACE Fit Facts™.



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# Get Active to be Healthy

Have you ever wished that you had more energy or fewer aches and pains? Regardless of age or ability, physical activity can improve your health and wellbeing. Everyone including service members, families, and civilians can benefit from regular exercise. Active living enhances your overall quality of life by<sup>1</sup>:

- Controlling your weight
- Reducing your stress
- Boosting your mood
- Improving your sleep
- Lowering your risk of chronic disease, such as diabetes
- Strengthening your bones and muscles to prevent injuries
- Enhancing your ability to heal from wounds
- Increasing your chances of living longer

Unfortunately, less than half of all adults in the United States get the recommended physical activity needed each week.<sup>2</sup> Don't be one of them! Take the time today to review the guidelines for physical activity, discover ways to incorporate new exercises into your daily routine, and get your children involved so that you and your family can live longer, healthier, and more productive lives.

## Guidelines for Physical Activity

The U.S. Department of Health and Human Services manages the Physical Activity Guidelines for Americans, which includes information and recommendations on the types and amount of physical activity that provide health benefits. The most recent guidelines for adults (those ages 18-64) include<sup>1</sup>:

- Avoid inactivity, as any amount of physical activity will provide some health benefits
- Aim for a combination of moderate to vigorous-intensity aerobic and muscle strengthening activities
- Engage in at least 150 minutes of moderate-intensity or 75 minutes of vigorous-intensity aerobic exercise each week to reduce the risk of chronic disease or prevent weight gain
- Engage in at least 300 minutes of moderate-intensity or 150 minutes of vigorous-intensity aerobic exercise each week to lose weight and keep it off after weight loss



- Engage in moderate or high-intensity muscle strengthening activities that involve all major muscle groups on two or more days a week

## Fitness Levels

There is an activity for every fitness level. Whether you want to start a new routine or refresh an old one, there are activities and programs out there to help you meet your fitness goals. Check out the resources at [HPW Active Living](#) and follow these tips:

### Start up

If you don't exercise regularly, it's time to start. Try one of these activities to get moving:

- Go for a brisk walk
- Try biking or swimming
- Use the elliptical trainer or treadmill
- Mow the lawn or rake leaves
- Take the stairs instead of the elevator
- Garden or do yard work

### Change up

If you hit a plateau with your usual fitness regimen, it's time to revitalize your workout. Try one of these activities to mix up your routine:

- Attend a new exercise class, such as Spinning® or Pilates
- Try a new piece of gym equipment, such as a rowing machine or stair climber
- Learn a new sport, such as tennis or boxing
- Enter a walking or running race or competition
- Switch the days that you engage in aerobic and strength training activities
- Alter the intensity of your workout
- Contact your Morale, Welfare, and Recreation (MWR) Fitness Center for a schedule of exercise classes and events

### Step up

If you are a service member and you already train regularly, it may be time to challenge yourself. Try one of these activities to take your fitness to the next level:

- Get started with [Navy Operational Fitness and Fueling System](#) (NOFFS), which was developed in partnership with physical fitness experts who train professional athletes to provide a "best in class" physical fitness and nutrition performance resource



- Check out the [USMC Fitness Readiness Guide](#) for resources on how to optimize performance gains and combat conditioning
- Try out for [All-Navy Sports](#), which allow Sailors to represent the Navy and compete at high-level athletic competitions, such as the Armed Forces Championships

## Family Fitness

Children can experience the same health benefits from physical activity as their adult family members. That is why the Physical Activity Guidelines recommend an hour or more of physical activity a day for children ages 6-17.<sup>2</sup> According to the 2013 National Youth Risk Behavior Survey, less than 30 percent of children in the United States were physically active for at least 60 minutes a day for a seven day period and more than 30 percent watched three or more hours of television per day on an average school day.<sup>3</sup>

If you want to reverse these trends and improve your children's health, it's time to plan some group activities. Try one of these options to get everyone in your family exercising together:

- Take a family walk or bike ride after dinner
- Sign up for a charity walk or run as a team
- Go to a park and play tag
- Set up a family obstacle course in the backyard
- Organize a family basketball game
- Challenge a neighboring family to a softball game

Physical activity is essential to living a healthy lifestyle. To be physically active you need to hydrate properly. Check out [Hydrate to be Healthy](#) to learn about the amount of water your body needs and tips for meeting those needs. Remember, whether you are a service member, beneficiary, or government civilian, regular exercise along with proper hydration can improve your health and enhance your quality of life. It's never too late to get started. You and your family can be physically fit at any age, so get moving today!

## Resources

- [HPW Active Living](#)
- [Navy Fitness](#)
- [Marine Corps Semper Fit](#)
- [Marine Corps Fitness](#)



## NAVY AND MARINE CORPS PUBLIC HEALTH CENTER

### PREVENTION AND PROTECTION START HERE



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<http://www.cdc.gov/HealthyYouth/yrbs/index.htm>. Published June 2014. Accessed February 2015.



# Taking Action with Physical Activity



## Congratulations!

You are taking action and have been active for at least one month. It is important that you stay focused on all the benefits that you are receiving from getting the right frequency, intensity, time, and type of physical activity.

### Use the current ACSM/AHA exercise guidelines to help you stay on track:

To promote and maintain health, all healthy adults aged 18-65 years should use the following recommendations:

#### Duration of Physical Activity Required for Losing Weight

- Keeping weight off after weight loss
  - 250-300 minutes per week of moderate intensity
  - Activity=Approx. 2000kcal a week

#### Duration of Physical Activity Required for Preventing Weight Gain

- Reducing chronic disease factors
  - 150-250 minutes per week of moderate intensity
  - Activity=1200-2000 kcal a week

**Moderate-intensity aerobic activity**, which is generally equivalent to a brisk walk and noticeably accelerates the heart rate (**220-your age × .65 to .75**), can be accumulated toward the 150 minute minimum from bouts lasting at least 10 minutes.

**Vigorous**-intensity activity is exemplified by jogging, and causes rapid breathing and a substantial increase in heart rate (**220-your age × .80 to .85**).

**Note: 1 min. vigorous intensity activity = 2 min. moderate intensity activity**



## Power Up! Maintaining and improving your physical activity

Continue to maintain your confidence level but be careful not to become over confident. If you experience any negative thoughts stay aware of your current and past successes. Make a list of the benefits you have already received, new forms of exercise you are willing to try, and challenge yourself to increase your time spent in any area of exercise.

Your Benefits	New Forms of Exercise	Increase in Time
		Cardio:
		Strength:
		Flexibility:
		Body movement skills:

Remember that during times of crisis or difficulties, emotional distress may cause you to slip back into your old ways of coping. It's important to recall that when you have temporary setbacks that they are only temporary and you have not failed. Remember all the effort that it took for you to be able to maintain a physically active lifestyle.

Consider meeting with a health professional or personal trainer at least once a year to review your progress and to troubleshoot any barriers to your continued success. Talking with a friend or being a part of a support group or fitness group can also help you sustain your healthy choices.

Also, combinations of moderate- and vigorous-intensity activity can be performed to meet this recommendation. For example, a person can meet the recommendations by switching between walking briskly during the week and then jogging on other days.

*"The sovereign invigorator of the body is exercise, and of all the exercises walking is the best."*  
-Thomas Jefferson



## **Appendix D:**

### **HANDOUTS FOR PSYCHOLOGY OF WEIGHT MANAGEMENT**



# Eating with Food in Mind *to Enjoy the Taste of Eating Right*

How often do you eat while distracted? It is commonplace to eat while standing, driving, working on the computer, or watching TV. All of these distractions take away from the food experience of the moment. Focusing on what and how we eat can assist in changing thoughts and behaviors related to food. If you regularly make poor food choices or overeat, practicing mindful eating may help you improve your eating habits and enjoy the taste of eating right.

## What is Mindful Eating?

Mindfulness is the state of being attentive to and aware of what is taking place in the present.<sup>1</sup> In daily life, it is easy for thoughts to stray from the present moment to something in the past or to what is yet to come. Simply put, being mindful is completely experiencing the moment with all of your senses. The quality of engaging all five senses make mindfulness a perfect behavior change strategy to use with eating. Apply the sense of sight, sound, taste, touch, and smell to every food encounter. In addition, cultivate a heightened awareness of the sensation of hunger and your level of fullness.

Before a morsel is purchased, picked up, delivered, created, or brought to one's lips the questions to ask are:

- Am I physically hungry?
- How hungry am I?
  - On a scale of 1 to 10 with 1 being very hungry and 10 being completely stuffed; 5 is content, neither hungry nor full.
- What are my flavorful, nutritious options versus something to fill the void

A healthy body has two hormones, leptin and ghrelin, to assist with energy balance maintenance. Levels of leptin let the brain know you are adequately fueled and ghrelin signals hunger.<sup>2</sup> They are a part of the larger equation that supports why body weight is not erratic and can be maintained for years at a time. In weight gain, often these signals of energy balance and hunger begin to get ignored and/or poor food choices are made that are way beyond the caloric intake needed to be satisfied or leave the state of hunger behind.

When making an effort to lose weight, know that a sense of hunger will occur often. Once you decide that you are hungry enough to eat, perhaps a three (3) on the hunger scale, take a moment to observe your environment and focus on your food for five or ten minutes. Take in every aspect of it before you take the first bite. Questions you might ask yourself to keep your focus include: Is it visually appealing? How does it smell? Do you feel the heat rising



from it? Is it nutritious? Move your thoughts to how you plan to eat it. Do you have everything you need to avoid distractions and enjoy the taste of your food?

## Ten Steps to Practice when Eating with Food in Mind

The following steps walk through a simple mindful eating technique that you can adapt in your own way. To begin mindfully eating, observe the whole experience and note it. The key is to slowly move through the steps.

1. Look at your food.
2. Smell your food.
3. Touch, if finger food.
4. Allow a bite to be put in your mouth and hold there for a few seconds. Notice your mouth and mind's response. Taste it. Is it savory, spicy, sweet, or sour?
5. Chew slowly, at least 5 to 10 times. Is it crunchy, smooth, dry, or wet?
6. Swallow, notice it going down.
7. Stop, drink a little water.
8. For each bite, start with number 1 and slowly move through to number 7.
9. Every few bites ask yourself if you have had enough. Are you satisfied? You don't want to be full, stuffed, or feel like you can't hold anymore. The question is, have you had enough to not be hungry, but to be satisfied. Remember eating slowly allows the brain to catch up with the body's state of satiety.<sup>3</sup>
10. Repeat until you are not hungry anymore (about a 5 on the hunger scale).

It is an art to be mindful. When your mind wanders (and it will) gently remind yourself to eat with intention and take in the whole experience moment by moment.<sup>4</sup> The benefits enjoyed by mindful eating include truly tasting your food, eating only until hunger is removed and being satisfied with the whole experience. Practice often and delight in the simplicity of eating!

To help get you started, the Health Promotion and Wellness Department's Relax Relax Toolkit offers a mindfulness section with an audio presentation of [Mindful Eating](#).

<sup>1</sup>Brown K., Ryan R. The Benefits of Being Present: Mindfulness and Its Role in Psychological Well-being. [http://selfdeterminationtheory.org/SDT/documents/2003\\_BrownRyan.pdf](http://selfdeterminationtheory.org/SDT/documents/2003_BrownRyan.pdf). Published September 2002. Accessed February 2014.

<sup>2</sup>Klok MD, Jakobsdottir S., Drent ML. The role of leptin and ghrelin in the regulation of food intake and body weight in humans: a review. *Obesity Review*. January 2007. 8(1):21-34. <http://ncbi.nlm.nih.gov/pubmed/17212793>. Accessed 03 February, 2014.

<sup>3</sup>Andrade AM Greene GW, Melanson KJ. Eating slowly led to decreases in energy intake within meals in healthy women. Journal of American Dietetics Association 2008 July 108 (7):1186-91. <http://www.ncbi.nlm.nih.gov/pubmed/18589027> eating slowly saves calories. Accessed 03 February 2014.

<sup>4</sup>Kabat-Zinn, J. Full Catastrophe Living: Using the wisdom of your body and mind to face stress, pain, and illness. pp 27-29. New York, New York: Dell Publishing; 1990.



## Tips for Coping with Food Cravings

Cravings can be very challenging to manage when you're trying to stay healthy and lose weight. When your mind tells you that you want (or need!) a bowl of ice cream, it can be tough to resist. Here are some techniques to help you overcome cravings:

1. Cravings sometimes result from a lack of nutrients, so be sure you're consuming a variety of foods to ensure your body is getting the nutrients it needs.
2. Listen to your cravings and adjust your diet accordingly. For example, if you frequently crave something salty, consider adding more salt to your diet.
3. Seek out healthy options for your cravings. If you're craving something sweet, try a piece of fruit or some frozen yogurt.
4. Since dehydration is often mistaken for hunger, have a large glass of water or some flavored seltzer water.
5. If you're simply thinking about or craving food due to boredom, call a friend, read a magazine or occupy yourself with one of your hobbies. Sometimes a small distraction is all you need to forget about your food craving.
6. Avoid diets that restrict certain foods. Including some of your favorite foods in your plan will help set you up for success.
7. If you're craving something salty, try pretzels or lightly salted nuts.
8. Select a small portion to give in to a craving. If you really want chocolate candy, buy one piece rather than a whole bag.
9. Skipping meals will make you ravenous and more likely to make poor food choices that may result from cravings. Make sure you eat breakfast and lunch every day to keep you going.



# Psychology of Weight Loss Worksheet

Identifying your triggers, beliefs, negative self-talk, and cravings and what strategies you find most helpful will assist you in being prepared to recognize and counteract them. In the left column, list some of your triggers, beliefs or negative self-talk or cravings that may be preventing you from reaching your weight loss goals. In the right column, write down some strategies you would be willing to try to counteract them.

Barriers	Strategies
Triggers	Four A's, Four D's, or other
Beliefs or Negative self-talk	Reframing and Positive self-talk
Cravings	Substitute with
Comments:	



# Busting Myths about Eating and Exercise

There are ways of thinking about eating that we have learned and some of them are not very helpful or true. The same is true about exercise or fitness activities. Examining them will assist in dispelling any unhelpful ideas that make you less likely to succeed than you realize.

Myth	Myth Buster
I must eat a big dinner with meat.	Serving sizes are important and I can have a satisfying meal with sufficient protein other than meat.
I'm supposed to eat everything on my plate.	From a young age, many people are taught to "clean your plate" which may not be helpful advice when I'm trying to lose weight. Portion sizes are just as important as what I'm eating. I will focus on my food, eating slowly to determine when I'm full rather than simply eating everything on my plate.
Eating helps me handle my emotions, whether I'm celebrating or upset.	Eating when I am not hungry can be a contributing factor to weight gain. If I want to eat, I will choose a small meal or snack and keep it healthy. If I am celebrating, I use portion control or to join in on a different activity.
To satisfy my hunger, I eat a large quantity of food quickly.	Eating fast leads to overeating as the "I am satisfied" message will not register in the brain for 20 minutes. I will eat slowly by spending time savoring each bite and chewing several times before swallowing. I will consider starting with a glass of water and a bowl of soup before my meal to avoid large quantities of food. Flavors of choice can satisfy me.
There are no real healthy choices at fast food restaurants. I eat what I crave.	Fast food establishments are catching on, and most offer healthy choices such as salads, baked potatoes, or grilled chicken sandwiches. Craving will subside with time.
The only type of exercise worth doing is going to the gym.	A gym membership isn't the only way to stay fit. I can consider a recreation sports league, taking a walk with family or friends or an at home workout.
Working out tires me out.	I may be tired from my workday or stressed out, but exercise will actually help me feel energized and help me sleep better. The bonus is it will help me get restful sleep at night. (avoid vigorous activity 2 hours before bedtime)
I am too out of shape to exercise.	No one is ever too out of shape and the only way to get fit is to try different activities. I can be active most days and easily begin with brief 10-15 minute walks or bike rides.
I don't have time to exercise.	I don't need an hour every day to exercise. Activities such as walking fast, biking, and taking the stairs instead of the elevator will get your heart pumping and can be broken up throughout the day into 10 – 15 minute increments. So try a brisk walk at lunch and an evening bike ride!



## Stress Overview



**Definition of Stress:** Stress is a response to challenges and changes in life that your brain interprets as a call to prepare for action. Adrenaline and stress hormones are released that activate your body (“***fight or flight***”), and affect your actions, your thoughts, and your emotions. Stress helps to protect you, but it can be unhealthy if it continues for a long time. Too much stress can also interfere with your performance. Stress-related physical changes include:

- Increased blood pressure and heart rate.
- Rapid breathing.
- Sweating.
- Stomach muscles contracting, causing “butterflies,” cramps, diarrhea.
- Muscle tension.



**Mental Reframing:** Everyone has a stream of private thoughts running through their minds. This is called **self-talk**. These thoughts reflect your beliefs and attitudes about the world, other people, and yourself, and they may be adding to your stress. To interrupt the automatic thought process:

- Become aware—monitor your thoughts and self-talk.
- Recognize that thoughts cause feelings and motivate behavior. There is rarely a direct link between the stressful situation and your response. In fact, it's usually not the event or situation that leads to a stress reaction; ***it's your interpretation of the event or situation*** that causes you to respond in various ways.

The sequence of events that leads to feelings and behaviors in response to stressors is called the “**ABCs**”:

(A)ctivating event + (B)eliefs = (C)onsequences)

**A** — You experience the **Activating** event.

**B** — Your **Beliefs** about the event lead to an interpretation of the event.

**C** — Your interpretation of the event either increases or decreases the stress you feel—the **Consequences**.

### POTENTIAL LONG-TERM EFFECTS OF CHRONIC STRESS

- Hypertension (high blood pressure).
- Heart disease.
- Immune system suppression.
- Increased risk for infectious disease.
- Gastrointestinal disorders such as colitis.
- Asthma.
- Mental health problems.

### QUICK STRESS-REDUCTION TECHNIQUES

When you feel stressed, your breathing becomes fast and shallow and your muscles get tense. You can interrupt the stress response by:

1. Slowing your breathing and taking deep, slow breaths from your belly.
2. Relaxing your muscles (e.g., by tensing and releasing muscles throughout your body).



**Mental Reframing (cont.):** Check your thoughts and self-talk for these stress-promoting thinking patterns:

1. **All-or-nothing thinking:** judging things as being all good or all bad usually based on a single factor.
2. **Exaggeration:** blowing the negative consequences of a situation or event way out of proportion.
3. **Overgeneralization:** drawing conclusions about your whole life based on negative outcome of a single incident.
4. **Mind-reading:** believing you know what another person or group of people is thinking about you (usually bad) when you have no evidence.
  - Challenge your negative thoughts and self-talk by asking yourself whether there is evidence to support the way you are perceiving the situation.
  - Replace negative or stressful self-talk with more positive, useful, and realistic self-talk.

*Example:* While on leave, you decide to take the bus to go visit your family and get stuck in traffic due to road construction. Change **negative self-talk** ("This will take forever. I will never get home. Why does this always happen to me?") to **positive and useful self-talk** ("I'm glad they are fixing this road. I can take this time to relax and listen to some music I enjoy.").

### IF A SOURCE OF STRESS IS BEYOND YOUR CONTROL

Try an activity to distract or soothe yourself:

- Listen to music.
- Get together with a friend.
- Read a good book or watch a movie.
- Engage in physical exercise.
- Consider spiritual activity such as prayer.
- Perform yoga.
- Use humor (jokes or funny movies).
- Meditate.
- Take a nap.
- Write in a journal or diary.
- Take a hot bath or shower.
- Help others in need.
- Express your stress creatively.
- Take a "mental holiday."

### Controlling the Source of Stress by Solving Problems:

Take action over stressors that you can control (your own habits, behavior, environment, relationships) by using the problem-solving process:

**Step 1:** Define the problem.

**Step 2:** Set a goal (e.g., what would you like to see happen?).

**Step 3:** Brainstorm possible solutions.

**Step 4:** Evaluate the pros and cons of various possible solutions.

**Step 5:** Choose the best solution (weigh the pros and cons).

**Step 6:** Make a plan to implement the solution and try it!

**Step 7:** Assess how well it went.

**Step 8:** If the first solution doesn't work, try others.

### PLAN FOR FUTURE STRESSFUL EVENTS

**Create** a personalized "Stress Toolkit" by making a list of coping strategies that work for you when you're stressed, including deep breathing, muscle relaxation and activities that you find soothing.

**Visualize** potential future stressful situations.

**Determine** if you will have some control in the situation.

**Decide** how you will use the problem-solving process to reduce stressors.

**Plan** to use various helpful activities to reduce the stress response.

**Remember** to include friends and family for support.

# Tracker to Identify Your Food Triggers

## Food Tracker Introduction

Understanding the factors that contribute to your eating habits can help you take control of the type and amount of foods that you consume, and the frequency that you consume them. Sometimes we eat to satisfy physical hunger, but often it's to satisfy a psychological need rather than a physical need. Often we're unaware of the psychological cues that cause us to eat when we're not really hungry.

Use this tracker to **keep a record of everything you eat and drink** (including alcoholic and non-alcoholic drinks) for the next seven days to help you identify the triggers that make you want to eat when you are not physically hungry. Note all of the following items listed below in the appropriate section of the table:

1. **Time:** Write down what time you ate each meal or snack, or consumed each drink.
2. **Type of Food/Drink & Quantity:** Write down what you ate or drank and how much of it you had.
3. **Where You Ate/Drank:** Where you were when you ate or drank.
4. **Who, What, Why?**: Write down **who** you were with; **what** you were doing; and **why** you ate or drank if not for a specific meal.
5. **What Was Your Mood?**: How were you feeling when you ate or drank? – Refer to the emoticon images and write down the name of the feeling under the emoticon picture. If your mood is not listed, write in your own description.
6. **What Was Your Level of Hunger?**: (Applies to food only.) How hungry were you when you ate? Reference the hunger scale to figure out where you fit and write down the corresponding number.

## Choose Your Mood

Select the emotion that best defines your mood when you made each food or beverage choice, whether positive or negative.

	Sad
	Relaxed
	Overwhelmed
	Happy
	Focused
	Excited
	Bored
	Anxious
	Angry

## Choose Your Level of Hunger

Use this hunger scale to rate your level of hunger, and record the number in the "What Was Your Level of Hunger?" column for each food you had throughout the day.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
You're so hungry you'll eat anything – you may feel starved, dizzy, crabby, or have a headache.	You are very hungry and unable to concentrate; you can't ignore your hunger any longer.	You are hungry and ready to eat; your stomach is growling and you have hunger pangs.	You begin to feel hungry and it's time to think about what you want to eat, but you feel you can wait.	You are comfortable and feel neither hungry nor full.	You are very full and may have over eaten, but feel satisfied. You know you will not need to eat for several hours.	You're stuffed and are starting to feel uncomfortable.	You feel very uncomfortable and your clothes may feel tight. You may be tempted to eat more but you know if you continue to eat you'll start to feel sick.	You are painfully full and may even feel sick.	







GET READY. GET FIT. GET HEALTHY.

## Appendix E:

### HANDOUTS FOR CREATING SUPPORTIVE ENVIRONMENTS”



# Mastering Flavorful Cooking

Healthy cooking can be easy, fun, and rewarding. Using healthy cooking methods can invigorate old favorites and create new favorites. Healthy cooking techniques capture the **flavor of food**, increase the **nutritional quality of meals**, and promote **healthy eating behaviors**. Food that is prepared using healthy cooking methods also retain more nutrients and reduce fat, salt, and caloric intake.



## Dry Heat Cooking Methods

**Dry heat cooking methods use hot air and heat from a pan or grill to cook food.**

 **BAKING:** Using the hot air of an oven to cook food that is covered or uncovered

» **Equipment:** Metal, glass, or ceramic pan or baking sheet

» **Temperature:** Temperatures vary from low (250°F) to high (500°F)

» **Best foods for baking:** Fruit, vegetables, seafood (e.g. fish, scallops), and lean cuts of chicken, turkey, beef, pork, and lamb

» **Flavoring ideas:**

1. **Marinate.** Use low-fat marinades for vegetables, seafood, lean cuts of chicken, and thin cuts of lean beef, pork, and lamb

2. **Encrust.** Coat fish, and lean cuts of chicken, beef, pork and lamb with ground nuts (e.g. pecans, walnuts) or seeds (e.g. sesame seeds, flax seeds)

3. **Herbs and Spices.** Add a mixture of fresh or dried herbs and spices to vegetables, seafood, and lean cuts of chicken, beef, pork, and lamb

» **Helpful tips:** Fruits and vegetables should be cut in similar size pieces for even cooking.

 **ROASTING:** Similar to baking but typically refers to cooking food uncovered in an oven

» **Equipment:** A heavy roasting pan with a rack, shallow baking pan, or baking sheet

» **Temperature:** Low (250 °F) to moderate heat (375°F)

» **Best foods for roasting:** Dense vegetables (e.g. potatoes, turnips, cauliflower), whole chicken, whole turkey, fish (e.g. salmon, red snapper, trout), and lean cuts of large pork and beef roasts (e.g. beef bottom round, pork top loin)

» **Flavoring ideas:**

1. **Herbs and Spices.** Fresh or dried

2. **Baste.** Use low-sodium vegetable, chicken, or beef broth for vegetables, fish, and lean cuts of chicken and turkey

3. **Vegetables.** Use seasoning vegetables such as a mirepoix (mir-pwa), a mixture of chopped celery, onions, and carrots; green peppers; or garlic

» **Helpful tips:**

1. Use a low temperature (250°F) to ensure that large cuts of meat (e.g. whole chicken) cook evenly and thoroughly

2. To prevent vegetables from becoming soft, use medium heat (375°F) for vegetables





## BROILING: Cooking food directly underneath very high heat for a short length of time

- › **Equipment:** A broil pan
  - › **Temperature:** 500°F
  - › **Best foods for broiling:** Fish and thin, lean cuts of beef, chicken, lamb, and pork
  - › **Flavoring ideas:**
    1. **Herbs and Spices.** Use fresh or dried herbs and spices to season food
    2. **Marinate.** Use low-fat marinades for fish and thin, lean cuts of beef, chicken, lamb, and pork
  - › **Helpful tips:** To control the cooking time, adjust the distance of the food from the heat as opposed to adjusting the temperature
- 



## GRILLING: Similar to broiling but food items are cooked over the flame. The heat can be direct or indirect.

Indirect heat requires a closed covered grill, allowing hot air to circulate the food. Direct heat refers to cooking food directly on a grill uncovered

- › **Equipment:** Gas or charcoal grill
  - › **Best foods for grilling:** Vegetables, fruit, fish and lean cuts of chicken, turkey, beef, and pork
  - › **Flavoring ideas:**
    1. **Herbs and Spices.** Use as meat rubs
    2. **Marinate.** Use low-fat marinades for vegetables, and lean cuts of chicken, turkey, beef, and pork
    3. **Cedar Wood Plank.** Use to infuse a smoky wood flavor to fish
- 



## SAUTÉ/STIR FRY: Sautéing and stir frying are fast cooking methods. Sautéing requires the constant flipping food over high heat. Stir-frying refers to frequently stirring food over medium high to high heat

- › **Equipment:** For sautéing use a skillet or sauté pan; for stir-frying use a wok or large skillet. For both methods, the cooking pan should be coated with a cooking spray or a healthy cooking oil with a high smoke point (e.g. olive oil, canola oil)
- › **Temperature:** Hot enough for the coated pan to sizzle
- › **Best foods for sautéing & stir frying:** Tender vegetables (e.g. asparagus, sugar snap peas, bok choy), tofu, and thin cuts of lean chicken, beef, and pork
- › **Flavoring ideas:**
  1. **Broth.** Use low-sodium vegetable, chicken, or beef broth
  2. **Wine.** Use red or white dry wine
  3. **Balsamic or Sherry Vinegar**
- › **Helpful tip:** If the cooking heat is too low, the vegetables will release liquids and steam as oppose to sautéing or stir frying



## Moist Heat Cooking Methods

Moist heat cooking methods use a liquid or steam to cook food.



**BLANCHING:** Keeps food crispy by partially cooking food. Consists of two steps: boiling a food item, followed by immediately plunging into ice water

› **Equipment:** A large pan for boiling and a bowl for ice water

› **Temperature:** Boiling (212°F) and ice water (32°F)

› **Best foods for blanching:** Vegetables

› **Flavoring ideas:**

1. **Herbs and Spices.** Toss with cooled vegetables

2. **Balsamic Vinegar.** Drizzle over cooled vegetables



**BRAISING:** Slowly simmers food that is partially submerged in a liquid. Typically consists of two steps: a browning process followed by a slow simmer. Braising can be done on the stove or in the oven

› **Equipment:** A deep and heavy pot with a tight fitting lid (e.g. a Dutch oven)

› **Temperature:** Use medium high heat (approx. 375°F) to brown the food items. Braise the food items on a low heat (200°F - 250°F)

› **Best foods for braising:** Firm vegetables (e.g. sweet potatoes, carrots, winter squash) and lean cuts of inexpensive beef roasts (e.g. bottom round), pork roasts (pork shoulder), and lamb shank

› **Flavoring ideas:**

1. **Creative combination of liquids.** Combine cooking liquids such as vegetable broth and wine or beef broth and pureed tomatoes

2. **Herbs and Spices.** Fresh or dried

3. **Salsa.** Smother lean cuts of inexpensive beef, pork, and lamb in red or green salsa

› **Helpful tip:** Braising is not recommended for tender cuts of meat (e.g. chicken breast, pork chops) that are prone to drying out.



**POACHING:** Submerging a food item in a liquid until its completely cooked

› **Equipment:** A large cooking pan or pot with a lid

› **Temperature:** Below boiling (160-180°F)

› **Best foods to poach:** Fish, chicken breast, and eggs

› **Flavoring ideas:** Flavorful liquids. Use low-sodium vegetable, chicken, or beef broth or vinegar



## STEAMING: Uses steam to cook food

- › **Equipment:** A pan with a rack and tight fitting lid, a pan with a steamer insert and tight fitting lid, or an enclosed wrapper (e.g. foil, grape leaves, corn husks, parchment paper)
- › **Temperature:** Boiling (212°F)
- › **Best foods to steam:** Vegetables, fish, and chicken breast
- › **Flavoring ideas:**
  1. **Spinach & Tomatoes.** Add to food items in wrappers
  2. **Lime or Lemon juice.** Add lime or lemon juice to the boiling water to release the flavor in the steam
  3. **Herbs & Spices.** Add to the boiling water or sprinkle on top of food item in the wrappers

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Using healthy cooking methods to prepare meals can be a great way to spend quality time with loved ones and cultivate a healthy lifestyle. To enjoy a safe and flavorful meal, please follow the **UNITED STATES DEPARTMENT OF AGRICULTURE** (USDA) recommended minimum internal cooking temperatures for meat and poultry.

### USDA Recommended Minimum Internal Cooking Temperatures

Beef, Pork, Veal, Lamb, Steaks, Roasts, & Chops	Fish	Beef, Pork, Veal, Lamb (Ground)	Egg Dishes	Turkey, chicken, and Duck (Whole, Pieces, & Ground)
145 °F	145 °F	160 °F	160 °F	165 °F

For additional healthy eating resources, please visit:

[HTTP://WWW.MED.NAVY.MIL/SITES/NMCPHC/HEALTHPROMOTION/HEALTHY-EATING/PAGES/HEALTHY-EATING.ASPX](http://www.med.navy.mil/sites/nmcphc/healthpromotion/healthy-eating/pages/healthy-eating.aspx)

# The G4G Guide



Tips to build a healthy plate	Eat Often (Almost anytime)	Eat Occasionally (Select portions carefully)	Eat Rarely (Once in a while)
<b>Vegetables</b> <ul style="list-style-type: none"><li>Eat 3–4 cups non-starchy vegetables a day.</li><li>Starchy vegetables such as potatoes and corn are in the Grains/Starches group.</li></ul>	Fresh or frozen vegetables Canned vegetables rinsed to remove salt (green beans, beets) No-added-salt canned vegetables (tomato) Leafy green salads with dark greens (spinach, spring mix) and vegetable toppings	Fresh or frozen vegetables with light sauces Canned vegetables	Fried or tempura vegetables Vegetables with high-fat sauces (Alfredo) Creamed vegetables Some salads; see salad dressings and toppings under Fats/Oils
<b>Fruits</b> <ul style="list-style-type: none"><li>Eat 2–2.5 cups of fruit a day.</li><li>Eat your fruit, don't drink it.</li></ul>	Fresh fruit Frozen fruits (all types) with no added sugar/syrup Fruit canned in water or fruit juice Dried fruit (un-sulfured with no added sugar)	Frozen fruit with added sugar/syrups Canned fruit in light syrup Dried fruit (sulfured) 100% fruit juice Some fruit desserts	Dried fruit with coatings (yogurt, chocolate, others) Dried fruit with added sugar (Craisins) Canned fruit in heavy syrup Some fruit desserts
<b>Grains/Starches</b> <ul style="list-style-type: none"><li>Choose 100% whole grain for at least half of all grain servings.</li></ul>	Brown rice, bulgur, quinoa, barley Oatmeal Baked potato/sweet potato with skin Baked sweet-potato "fries" Whole-grain pasta Cereal with less than 10g sugar and at least 3g fiber Whole-grain breads, bagels, rolls, English muffins with 3g or more fiber	White rice, couscous, pasta Cereals with more than 10g sugar Sweetened oatmeal/oatmeal packets Grits, polenta Baked French fries Mashed potatoes (no butter or cream) White breads, bagels, rolls, cornbread	Biscuits, croissants, full-fat muffins Doughnuts, Danishes, pastries, sweetened breads Processed cereals with sugar Fried rice Pasta with cream sauce French fries (fried in oil) Mashed potatoes (butter and/or whole milk/cream), potato casseroles Grits with added fat
<b>Protein</b> <ul style="list-style-type: none"><li>Vary your protein choices. Include seafood/fish twice a week.</li><li>Include beans for protein and fiber.</li></ul>	Egg whites/egg substitutes Fish and shellfish (baked, broiled, grilled) Most fish canned in water (except tuna) Chicken/turkey (without skin) Ground poultry (90% lean) Beans/lentils Tofu or edamame Vegetable or bean burgers/patties (black-bean burgers)	Whole eggs Tuna canned in water Chicken/turkey with skin Pork, ham, Canadian bacon Deli meats Chicken/turkey sausage Beans/lentils with added sugar, fat, ham, bacon Soy patties, links, burgers	Fried meat/poultry/fish/seafood Fried eggs prepared with fat/oil Ground beef, fatty (marbled) cuts of red meat, beef ribs, and corned beef Pork sausage or bacon Hot dogs, kielbasa, bratwurst High-fat deli meats (salami, bologna) Refried (with lard) beans
<b>Fats/Oils</b> <ul style="list-style-type: none"><li>Choose healthy fats and oils.</li></ul>	Oils – olive, canola, safflower, sunflower, sesame, grapeseed Salad dressings made with these oils Nuts and seeds, unsalted Natural nut butters (peanut butter, almond, hazelnut, soy nut)	Oils – vegetable, soy, corn, peanut Salad dressings made with these oils Mayonnaise made with these oils Gravy (made with water or low-fat milk) Margarine spreads with no trans fats Peanut butter with added oils/fats	Oils – coconut, palm, palm kernel Shortening and lard Gravy (made with fat drippings) Most margarines Full-fat creamy salad dressings Cream (half-and-half, whipped, others) Non-dairy creamer (liquid or powdered)
<b>Beverages</b> <ul style="list-style-type: none"><li>Choose water instead of sugary beverages.</li></ul>	Water (plain or carbonated) Flavored seltzers/waters with no artificial sweetener Decaf tea and decaf coffee, plain Herbal tea Low-sodium, 100% vegetable juice Non-fat/skim/1% milk	Sports drinks 100% fruit juice 2% (low-fat) milk Tea and coffee, plain or no more than 2 tsp sugar and 1 tbsp cream Artificially sweetened beverages of any kind (diet sodas, diet teas, many flavored waters)	Coffee and tea with more than 2 tbsp cream and/or 4 tsp sugar Sweetened beverages of any kind (sodas, sweet teas, fruit punches) Whole milk
<b>Dairy</b> <ul style="list-style-type: none"><li>Compare sugar contents of yogurt.</li></ul>	Milk (non-fat, skim, 1%) Milk alternatives (soy, almond, rice with calcium and vitamin D added) Yogurt (non-fat, skim, 1%) Low-fat cottage cheese	Chocolate milk (strawberry or other flavors) Milk (2% fat) Yogurt (2% fat) Cheese (reduced-fat, low-fat)	Whole milk, cream, half-and-half Plain yogurt (about 3% fat) Cottage cheese (about 3% fat) Most cheeses Cream cheese, sour cream
<b>Desserts/Snacks</b> <ul style="list-style-type: none"><li>Choose fruit for dessert.</li><li>Choose nuts, dairy, fruit, vegetables, and whole foods for snacks.</li></ul>	Fruit Yogurt-and-fresh-fruit parfait Frozen 100% fruit-juice bars Milk (non-fat, skim, 1%) Other foods from the Green list	Fruit desserts (made with minimal added fats and sugar) Low-fat puddings Frozen yogurt and ice milk Popcorn, pretzels, baked chips	High-sugar frozen ice pops Fruit pies, cobblers Cakes, cookies, most pastries Ice cream, gelato Pudding Fried chips, buttered popcorn

Most snack foods provide few nutrients for our bodies. Choose whole foods instead.

Fruit, vegetables, whole grains, nuts, lean protein, and dairy make perfect mini-meals to maintain energy levels and fuel for performance across the day.

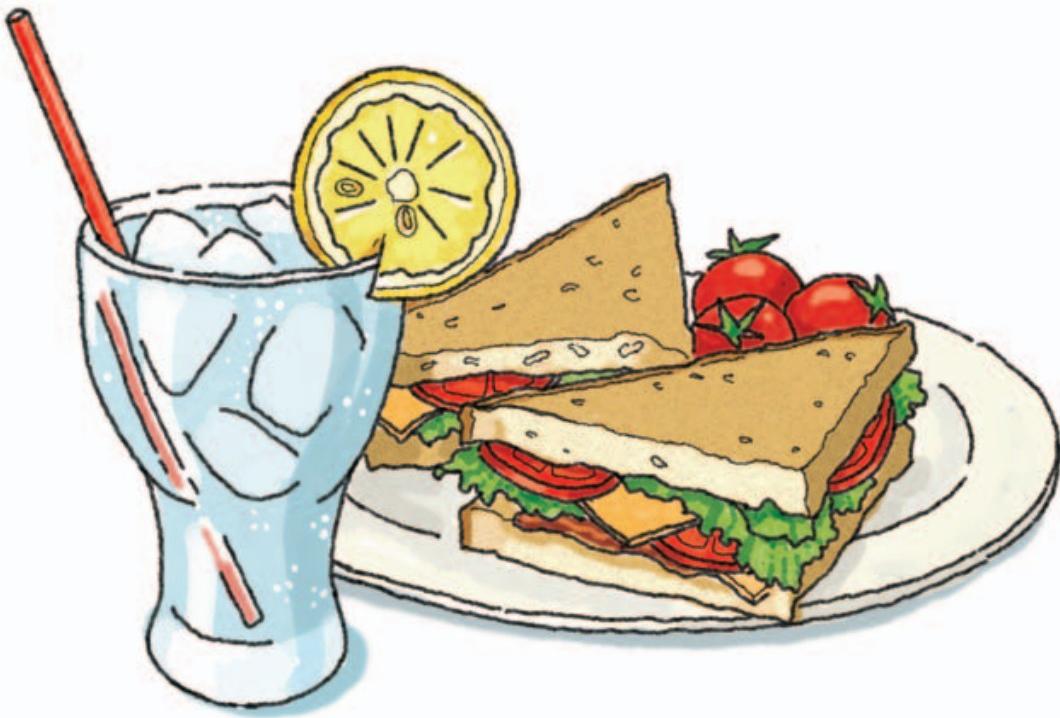
For more information about Go for Green® visit <http://www.hprc-online.org/nutrition/go-for-green>.

# Rethink your drink.



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION





**When it comes to weight loss, there's no lack of diets promising fast results.** There are low-carb diets, high-carb diets, low-fat diets, grapefruit diets, cabbage soup diets, and blood type diets, to name a few. But no matter what diet you may try, to lose weight, you must take in fewer calories than your body uses. Most people try to reduce their calorie intake by focusing on food, but another way to cut calories may be to think about what you drink.

## **What Do You Drink? It Makes More Difference Than You Think!**

Calories in drinks are not hidden (they're listed right on the Nutrition Facts label), but many people don't realize just how many calories beverages can contribute to their daily intake. As you can see in the example on the next page, calories from drinks can really add up. But there is good news: you have plenty of options for reducing the number of calories in what you drink.

Occasion	Instead of...	Calories	Try...	Calories
<b>Morning coffee shop run</b>	Medium café latte (16 ounces) made with whole milk	265	Small café latte (12 ounces) made with fat-free milk	125
<b>Lunchtime combo meal</b>	20-oz. bottle of nondiet cola with your lunch	227	Bottle of water or diet soda	0
<b>Afternoon break</b>	Sweetened lemon iced tea from the vending machine (16 ounces)	180	Sparkling water with natural lemon flavor (not sweetened)	0
<b>Dinnertime</b>	A glass of nondiet ginger ale with your meal (12 ounces)	124	Water with a slice of lemon or lime, or seltzer water with a splash of 100% fruit juice	0 calories for the water with fruit slice, or about 30 calories for seltzer water with 2 ounces of 100% orange juice.
<b>Total beverage calories</b>		796		125-155

(USDA National Nutrient Database for Standard Reference)

Substituting no—or low—calorie drinks for sugar-sweetened beverages cuts about 650 calories in the example on the previous page.

Of course, not everyone drinks the amount of sugar-sweetened beverages shown. Check the list below to estimate how many calories you typically take in from beverages.

Type of Beverage	Calories in 12 oz	Calories in 20 oz
Fruit punch	192	320
100% apple juice	180	300
100% orange juice	168	280
Lemonade	168	280
Regular lemon/lime soda	148	247
Regular cola	136	227
Sweetened lemon iced tea (bottled, not homemade)	135	225
Tonic water	124	207
Regular ginger ale	124	207
Sports drink	99	165
Fitness water	18	36
Unsweetened iced tea	2	3
Diet soda (with aspartame)	0*	0*
Carbonated water (unsweetened)	0	0
Water	0	0

\*Some diet soft drinks can contain a small number of calories that are not listed on the Nutrition Facts label. ( USDA National Nutrient Database for Standard Reference)

Milk contains vitamins and other nutrients that contribute to good health, but it also contains calories. Choosing low-fat or fat-free milk is a good way to reduce your calorie intake and still get the nutrients that milk contains.

Type of milk	Calories per cup (8 ounces)
Chocolate milk (whole)	208
Chocolate milk (2% reduced-fat)	190
Chocolate milk (1% low-fat)	158
Whole milk (unflavored)	150
2% reduced-fat milk (unflavored)	120
1% low-fat milk (unflavored)	105
Fat-free milk (unflavored)	90

(USDA National Nutrient Database for Standard Reference)

**Safe Weight Loss**  
Experts have defined healthy weight loss as a loss of 1-2 pounds per week. Most people need to cut roughly 500 calories a day to lose one pound per week. You can do this by reducing the number of calories you take in through both food or drink.



## Learn To Read Nutrition Facts Carefully

Be aware that the Nutrition Facts label on beverage containers may give the calories for only part of the contents. The example below shows the label on a 20-oz. bottle. As you can see, it lists the number of calories in an 8-oz. serving (100) even though the bottle con-

NUTRITION FACTS LABEL	
Serving Size	8 fl. oz.
Servings Per Container	2.5
<b>Amount per serving</b>	
Calories	100

tains 20 oz. or 2.5 servings. To figure out how many calories are in the whole bottle, you need to multiply the number of calories in one serving by the number of servings in the bottle ( $100 \times 2.5$ ). You can see that the contents of the entire bottle actually contain 250 calories even though what the label calls a “serving” only contains 100. This shows that you need to look closely at the serving size when comparing the calorie content of different beverages.

## High-Calorie Culprits in Unexpected Places

Coffee drinks and blended fruit smoothies sound innocent enough, but the calories in some of your favorite coffee-shop or smoothie-stand items may surprise you. Check the website or in-store nutrition information of your favorite coffee or smoothie shop to find out how many calories are in different menu items. And when a smoothie or coffee craving kicks in, here are some tips to help minimize the caloric damage:

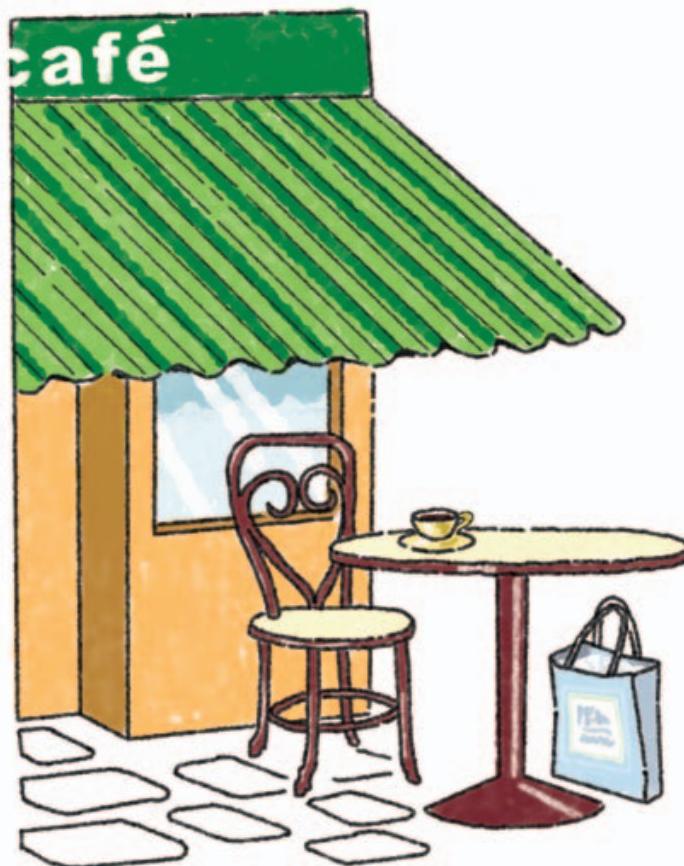
### At the coffee shop:

- Request that your drink be made with fat-free (skim) milk instead of whole milk.
- Order the smallest size available.
- Forgo the extra flavoring—the flavor syrups used in coffee shops, like vanilla or hazelnut, are sugar-sweetened and will add calories to your drink.

- Skip the Whip. The whipped cream on top of coffee drinks adds calories and fat.
- Get back to basics. Order a plain cup of coffee with fat-free milk and artificial sweetener, or drink it black.

### **At the smoothie stand:**

- Order a child's size if available.
- Ask to see the nutrition information for each type of smoothie and pick the smoothie with the fewest calories.
- Hold the sugar. Many smoothies contain added sugar in addition to the sugar naturally in fruit, juice, or yogurt. Ask that your smoothie be prepared without added sugar: the fruit is naturally sweet.



### **Sugar by Any Other Name: How To Tell Whether Your Drink Is Sweetened**

Sweeteners that add calories to a beverage go by many different names and are not always obvious to anyone looking at the ingredients list. Some common caloric sweeteners are listed below. If these appear in the ingredients list of your favorite beverage, you are drinking a sugar-sweetened beverage.

- High-fructose corn syrup
- Fructose
- Fruit juice concentrates
- Honey
- Sugar
- Syrup
- Corn syrup
- Sucrose
- Dextrose

## Better Beverage Choices Made Easy

Now that you know how much difference a drink can make, here are some ways to make smart beverage choices:

- Choose water, diet, or low-calorie beverages instead of sugar-sweetened beverages.
- For a quick, easy, and inexpensive thirst-quencher, carry a water bottle and refill it throughout the day.
- Don't "stock the fridge" with sugar-sweetened beverages. Instead, keep a jug or bottles of cold water in the fridge.
- Serve water with meals.
- Make water more exciting by adding slices of lemon, lime, cucumber, or watermelon, or drink sparkling water.
- Add a splash of 100% juice to plain sparkling water for a refreshing, low-calorie drink.
- When you do opt for a sugar-sweetened beverage, go for the small size. Some companies are now selling 8-oz. cans and bottles of soda, which contain about 100 calories.
- Be a role model for your friends and family by choosing healthy, low-calorie beverages.



## **Appendix F:**

### **HANDOUTS FOR STRESS MANAGEMENT AND RELAXATION**



# Diaphragmatic Breathing

Deep or diaphragmatic breathing can be done most anywhere. Recommended places and moments include: driving in congested traffic, running late for an appointment, during a meeting, engaging in other stress provoking situations, to begin a power nap or a restful night of sleep, and any other time you have 5 or 10 minutes to calm. It sends the message to your body and brain that functions can slow down now. Deep breathing can take you out of the “Alarm” or “Reacting” stage of stress into a more restful or calm state.

## To Begin: If possible, but not necessary –

- Both feet on the ground if seated in a chair OR
- Lying on the floor with feet up on chair or out in front of you
- Quiet space (relaxing background music may help)
- Minimal interruptions
- Close your eyes
- One hand on your heart center
- One hand below or on your belly button
- By placing your hands in this manner, it allows you to note whether you are taking short, chest breaths (upper hand rises); if you are breathing deeply your lower hand that is on your belly button will move out slightly as your lower lungs fill and your diaphragm moves downward.

Sit with stillness for a few moments before trying to do anything.

Notice your breathing. Notice your feet on the floor. Notice your heart beating.

Take your first deep breath in through your nose, relaxing your abdomen to allow the breath to go deep into the lungs. Exhale completely and slowly through your nose.

Inhale to the count of 3

Exhale to the count of 3

Do this several times to set a slow, smooth rhythm. This brings your mind into a focused place. Once you have a rhythm, relax into each exhale. Let go of muscle tension in one part of your body while exhaling, then move through the body: your forehead, jaw, shoulders, and back. After 5 to 10 minutes of diaphragmatic breathing, gently wiggle your toes and fingers. Be aware of the space you are in. Open your eyes if they were closed. Stretch and slowly move forward with your day in this relaxed, refreshed state.

*To learn more visit the [Relax Relax Toolkit](http://www.med.navy.mil/sites/nmcphc/health-promotion/psychological-emotional-wellbeing/relax-relax/pages/breathing.html): <http://www.med.navy.mil/sites/nmcphc/health-promotion/psychological-emotional-wellbeing/relax-relax/pages/breathing.html>*



**Definition of Stress:** Stress is a response to challenges and changes in life that your brain interprets as a call to prepare for action. Adrenaline and stress hormones are released that activate your body (“***fight or flight***”), and affect your actions, your thoughts, and your emotions. Stress helps to protect you, but it can be unhealthy if it continues for a long time. Too much stress can also interfere with your performance. Stress-related physical changes include:

- Increased blood pressure and heart rate.
- Rapid breathing.
- Sweating.
- Stomach muscles contracting, causing “butterflies,” cramps, diarrhea.
- Muscle tension.



**Mental Reframing:** Everyone has a stream of private thoughts running through their minds. This is called **self-talk**. These thoughts reflect your beliefs and attitudes about the world, other people, and yourself, and they may be adding to your stress. To interrupt the automatic thought process:

- Become aware—monitor your thoughts and self-talk.
- Recognize that thoughts cause feelings and motivate behavior. There is rarely a direct link between the stressful situation and your response. In fact, it's usually not the event or situation that leads to a stress reaction; ***it's your interpretation of the event or situation*** that causes you to respond in various ways.

The sequence of events that leads to feelings and behaviors in response to stressors is called the “**ABCs**”:

**(A)ctivating event + (B)eliefs = (C)onsequences**

**A** — You experience the **Activating** event.

**B** — Your **Beliefs** about the event lead to an interpretation of the event.

**C** — Your interpretation of the event either increases or decreases the stress you feel—the **Consequences**.

### POTENTIAL LONG-TERM EFFECTS OF CHRONIC STRESS

- Hypertension (high blood pressure).
- Heart disease.
- Immune system suppression.
- Increased risk for infectious disease.
- Gastrointestinal disorders such as colitis.
- Asthma.
- Mental health problems.

### QUICK STRESS-REDUCTION TECHNIQUES

When you feel stressed, your breathing becomes fast and shallow and your muscles get tense. You can interrupt the stress response by:

1. Slowing your breathing and taking deep, slow breaths from your belly.
2. Relaxing your muscles (e.g., by tensing and releasing muscles throughout your body).



**Mental Reframing (cont.):** Check your thoughts and self-talk for these stress-promoting thinking patterns:

1. **All-or-nothing thinking:** judging things as being all good or all bad usually based on a single factor.
2. **Exaggeration:** blowing the negative consequences of a situation or event way out of proportion.
3. **Overgeneralization:** drawing conclusions about your whole life based on negative outcome of a single incident.
4. **Mind-reading:** believing you know what another person or group of people is thinking about you (usually bad) when you have no evidence.
  - Challenge your negative thoughts and self-talk by asking yourself whether there is evidence to support the way you are perceiving the situation.
  - Replace negative or stressful self-talk with more positive, useful, and realistic self-talk.

*Example:* While on leave, you decide to take the bus to go visit your family and get stuck in traffic due to road construction. Change **negative self-talk** ("This will take forever. I will never get home. Why does this always happen to me?") to **positive and useful self-talk** ("I'm glad they are fixing this road. I can take this time to relax and listen to some music I enjoy.").

### IF A SOURCE OF STRESS IS BEYOND YOUR CONTROL

Try an activity to distract or soothe yourself:

- Listen to music.
- Get together with a friend.
- Read a good book or watch a movie.
- Engage in physical exercise.
- Consider spiritual activity such as prayer.
- Perform yoga.
- Use humor (jokes or funny movies).
- Meditate.
- Take a nap.
- Write in a journal or diary.
- Take a hot bath or shower.
- Help others in need.
- Express your stress creatively.
- Take a "mental holiday."

### Controlling the Source of Stress by Solving Problems:

Take action over stressors that you can control (your own habits, behavior, environment, relationships) by using the problem-solving process:

**Step 1:** Define the problem.

**Step 2:** Set a goal (e.g., what would you like to see happen?).

**Step 3:** Brainstorm possible solutions.

**Step 4:** Evaluate the pros and cons of various possible solutions.

**Step 5:** Choose the best solution (weigh the pros and cons).

**Step 6:** Make a plan to implement the solution and try it!

**Step 7:** Assess how well it went.

**Step 8:** If the first solution doesn't work, try others.

### PLAN FOR FUTURE STRESSFUL EVENTS

**Create** a personalized "Stress Toolkit" by making a list of coping strategies that work for you when you're stressed, including deep breathing, muscle relaxation and activities that you find soothing.

**Visualize** potential future stressful situations.

**Determine** if you will have some control in the situation.

**Decide** how you will use the problem-solving process to reduce stressors.

**Plan** to use various helpful activities to reduce the stress response.

**Remember** to include friends and family for support.

# INDICATORS OF OVERSTRESS

“Overstress” is recognized as a cause of major health problems that range from minor illnesses to death. It can also be a possible cause of decreased productivity, depression, and other potential health problems. The following are signs or symptoms of a stress reaction. Please check those you have recently experienced.

## PHYSICAL RESPONSES TO STRESS:

- \_ itching
- \_ hives
- \_ eczema
- \_ increased sweating
- \_ cold hands or feet
- \_ rashes
- \_ cold sores
- \_ increased breathing
- \_ shortness of breath
- \_ sighing
- \_ hiccups
- \_ coughing
- \_ hyperventilation
- \_ asthma aggravated by stress
- \_ allergies  
(hay fever, sinus problems)
- \_ frequent colds
- \_ minor illnesses
- \_ indigestion
- \_ diarrhea
- \_ constipation
- \_ abdominal cramps
- \_ tight or fluttery stomach
- \_ ulcers
- \_ colitis (*inflammation of the colon*)
- \_ muscle contractions
- \_ pains in lower back and neck
- \_ tension headaches
- \_ other muscle aches
- \_ tics, spasms
- \_ increased blood pressure
- \_ increased pulse
- \_ irregular heartbeat
- \_ arteriosclerosis  
(*hardening of the arteries*)
- \_ other cardiovascular diseases
- \_ impotence
- \_ menstrual changes
- \_ frigidity
- \_ premature ejaculation



# MORE INDICATORS OF OVERSTRESS

## BEHAVIORAL INDICATORS OF STRESS:

- \_\_\_ lack of enthusiasm for children, family, work, or life in general
- \_\_\_ withdrawal into increased privacy and solitude
- \_\_\_ lack of interest in sexual relations
- \_\_\_ change in eating habits/ extreme weight gain or loss
- \_\_\_ experiencing an increased number of interpersonal conflicts
- \_\_\_ talking gradually louder and more excitedly; uncharacteristic or frequent screaming
- \_\_\_ increased use of cigarettes, alcohol, drugs, tranquilizers, or pills
- \_\_\_ difficulty sleeping/insomnia
- \_\_\_ fatigue
- \_\_\_ frequent explosions of anger or crying fits
- \_\_\_ increased number of accidents or tendency to be clumsier than usual



## EMOTIONAL INDICATORS OF STRESS:

- \_\_\_ fear
- \_\_\_ guilt
- \_\_\_ grief
- \_\_\_ panic
- \_\_\_ denial
- \_\_\_ anxiety
- \_\_\_ agitation
- \_\_\_ irritability
- \_\_\_ depression
- \_\_\_ intense anger
- \_\_\_ apprehension
- \_\_\_ emotional shock
- \_\_\_ emotional outbursts
- \_\_\_ feeling overwhelmed
- \_\_\_ loss of emotional control

## COGNITIVE INDICATORS OF STRESS:

- \_\_\_ confusion
- \_\_\_ nightmares
- \_\_\_ uncertainty
- \_\_\_ suspiciousness
- \_\_\_ blaming
- \_\_\_ poor problem solving
- \_\_\_ poor concentration/memory
- \_\_\_ heightened or lowered alertness

***Any of these symptoms may indicate the need for medical evaluation. When in doubt, contact a physician.***



## NAVY AND MARINE CORPS PUBLIC HEALTH CENTER

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# Food and Your Mood

The connection between food and your mood is a two-way street. Food choices influence your mood, and mood influences your food choices. That's why it is so important to eat healthy. Nutrient-dense foods, such as 100% whole grains, lean protein, low-fat or fat-free dairy, fruits, and vegetables fuel your body and mind in ways that not only optimize your health and enhance your performance, but manage your stress and balance your mood as well.<sup>1</sup>

## Food Choices Affect Mood

Your brain plays a primary role in determining your mood.<sup>2</sup> Chemicals in your brain, known as neurotransmitters, send signals throughout your body that affect your stress level and ability to concentrate.<sup>2</sup> The three neurotransmitters that are most closely associated with mood are<sup>1</sup>:

- Serotonin: promotes a sense of calm and lessens cravings
- Dopamine: sharpens attention and increases motivation
- Norepinephrine: heightens awareness and improves memory

Although additional research is needed, initial data suggests that deficiencies in these chemical messengers can lead to depression, anxiety disorder, bipolar disorder, and attention deficit hyperactivity disorder (ADHD), as well as difficulty sleeping, fatigue, irritability, and apathy.<sup>1,2</sup>

Nutrients serve as the building blocks for serotonin, dopamine, and norepinephrine.<sup>3</sup> Without proper nutrition, your brain cannot adequately communicate with the rest of your body, which may lead to changes in your mood.<sup>3</sup> For example, processed or pre-packaged foods that are high in added sugar, sodium, and saturated fat can worsen your mood.<sup>4</sup> These foods are often low in vitamins and minerals which inhibit neurotransmitters, disrupts sleep, and decrease blood flow to your brain.<sup>4</sup> Check out the chart below to learn more about the effects that different nutrients have on your mood. Make sure to identify food sources that you can include in your daily intake to help maintain your overall health and well-being.

Nutrient	Impact on Mood	Source
Carbohydrate <sup>1</sup>	Produces a sense of calm	100% whole grain bread and cereal, potatoes, beans, peas, and corn
Protein <sup>1</sup>	Enhances alertness and boosts motivation	Lean meat, fish, poultry, low-fat or fat-free dairy, eggs, beans, and nuts
Omega-3 Fatty Acid <sup>1</sup>	Quiets cravings and induces calm	Salmon, sardines, mackerel, herring, flax seeds, and walnuts
Vitamin A <sup>5</sup>	Impacts learning and memory development	Sweet potatoes, spinach, carrots, and fortified cereal
Vitamin B6 <sup>6</sup>	Improves memory and concentration	Fortified cereal and soy products, potatoes, and chickpeas
Vitamin B12 <sup>7</sup>	Regulates mood, controls emotions, and improves sleep	Clams, oysters, fish, lean meat, poultry, low-fat or fat-free dairy, and fortified cereal
Folate <sup>8</sup>	Prevents depressed mood	Broccoli, spinach, collard, 100% whole grains, and fortified cereal
Vitamin C <sup>9</sup>	Minimizes mood changes and boosts energy	Oranges, kiwi, strawberries, broccoli, tomatoes, and red and green peppers



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Nutrient	Impact on Mood	Source
Vitamin D <sup>10</sup>	Eases depressive symptoms	Sunlight, fatty fish, eggs, fortified milk, juice, and cereal
Calcium <sup>11</sup>	Reduces anxiety and irritability and improves sleep	Milk, yogurt, cheese, kale, and fortified dairy alternatives (soy milk)
Iron <sup>12</sup>	Fights fatigue, irritability, and mood swings	Lean beef, eggs, beans, and fortified cereal
Magnesium <sup>13</sup>	Inhibits depression, psychosis, and muscle weakness	Oat bran, brown rice, and almonds
Potassium <sup>14</sup>	Controls mood and prevents depression	Potatoes, bananas, yogurt, tuna, and soy

### Mood Affects Food Choices

Do you eat because you're happy or sad? What about when you're bored or stressed? In addition to what you eat, you need to be aware of when and why you eat. Your mood can wreak havoc with your appetite and food cravings causing you to overeat or make poor food choices.<sup>15</sup> Mindful eating is about paying attention to your hunger cues and your level of fullness. If your mood regularly affects your food choices, talk to a health care professional and check out the Navy and Marine Corps Public Health Center (NMCPHC) Health Promotion and Wellness Department's (HPW) fact sheets on [Eating with Food in Mind](#) and the [Tracker to Identify Your Food Triggers](#) to help improve your eating habits.

The relationship between food and mood is complex. Proper nutrition can help control your stress level and stabilize your mood. However, healthy eating is not a substitute for medication prescribed to treat mental illness. If you think you have an illness or if you have been diagnosed with a condition, seek medical advice from your health care provider.

### Resources

For additional information on the amount of each nutrient that your body needs to stay healthy, check out the following fact sheets:

- [Nutri-Facts: Nutrient Overview](#)
- [Nutri-Facts: Vitamins and Minerals](#)

### References

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## Tips for Better Sleep

Sleep problems are common and, if allowed to go unaddressed for very long, may lead to other health issues. These issues may include poor reaction times, drowsiness while operating a motor vehicle or machinery, poor decision making and vulnerability to illness due to a compromised immune system. The experts at the National Sleep Foundation and other experts suggest some measures and five tips to take to help improve sleep!

**Create a consistent bedtime routine** Develop a nightly ritual and routine. This will help train your body and mind that it is time to rest. For instance, dimming the lights, brushing your teeth and washing your face may be part of a routine.

**Put worry to bed** Learn to put your worries to bed so that you can get some rest. Try writing or journaling about the day and then be done with it. Allow yourself to let go of it for now so that you can fall asleep and commit to solving the problem tomorrow.

**Retire to bed at the same time every night** Those who go to bed at the same time each night are more rested and sleep better than those who go to sleep at different times.

**Avoid alcohol and caffeine** Both caffeine and alcohol interfere with and disrupt sleep. Limit any type of stimulant and alcohol to several hours before bed time.

**Wake up without an alarm** When it is possible, wake up without an alarm to determine the true number of hours of sleep your body would like to receive. Typically, those who do not need an alarm, wake up rested and refreshed due to waking at a normal waking point in the sleep cycle.

### Naps

If you are fatigued and tired, avoid taking a long nap. Long naps often interfere with night sleeping patterns. The Sleep Foundation recommends a short power nap (10-30 minutes) to overcome an afternoon slump.





# Stress Navigation Plan for Weight Loss

Effective stress navigation doesn't begin once stress enters our lives and impacts it in a negative way; it begins by planning ahead and exploring available resources while we're still **emotionally and physically healthy**. This Stress Navigation Plan is **your own** prioritized list of **positive** strategies and support resources that you can refer to in times of stress or adversity. Keep it in an easily accessible place so that you can use it to help you make healthy decisions during life's inevitable challenges. Your Stress Navigation Plan is a **personal, confidential, and proactive tool** to help keep you on track.

## How do I know when I'm stressed out?

Physical signs (*e.g. change in energy level, muscle tension, etc.*):

Emotional signs (*e.g. negative thoughts, feeling overwhelmed or anxious, easily agitated, etc.*):

Social or behavioral signs (*e.g. withdrawing from friends or family, lashing out in anger, increased alcohol, drug or tobacco use, etc.*):

## These strategies or actions help me when...

I need a good laugh:

I need to relieve stress on my own:

I need to reenergize my connections with others and/or my spirituality:

I am not able to sleep:



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I find myself thinking negatively and need to refocus:

I find myself wanting to eat due to stress:

### Who do I talk to or reach out to when I am... (*list names and phone numbers*)

Frustrated with my lack of weight loss:

Tempted to stray from my eating plan:

Not motivated to work out:

Feeling discouraged, nervous, or lonely:

### Some things that motivate me are: (*list things that keep you focused on your weight loss goals*)

### One thing I look forward to accomplishing in the future is:



GET READY. GET FIT. GET HEALTHY.

## NOTES

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## NOTES

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